ActiveBooks User's Manual

Version 15.3

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1. Introduction

ActiveBooks is a QuickBooks add-on that monitors your accounting system and automatically emails you actionable reports that can help your business. This manual describes how to install and use ActiveBooks.

Find out more about ActiveBooks at its web site:
http://www.ActiveBooks.net

Thank you for choosing ActiveBooks!

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2. Key Features & Benefits

- Keep your **important QuickBooks data at your fingertips**, without having to log in QuickBooks!
- Once configured, you don't have to do anything to **receive regular reports**.
- Keep track of **multiple QuickBooks company files**.
- Easily see **who owes you money** (with the Overdue Invoices report);
- Keep track of **how your company is performing** (using the Profit & Loss reports);
- Have your latest **customer contact information** and balances (with the Customer Contact List);
- Identify and **chase late paying clients** (with the A/R and Collections reports);
- Find out when a customer **makes a payment** (via the Payment Received Alert);
- Get a **quick snapshot** of your financial situation/tasks **before arriving at the office**.
- Receive reports as **PDF, Excel or CSV** attachments.

But perhaps most important of all, **ActiveBooks was designed and implemented by senior software engineers with over 20 years of real-world experience** developing robust, mission-critical applications. Our software is of the highest quality, and we stand by it without reservation.

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3. System Requirements

- Microsoft Windows 8.1 / 8 / 7 / Vista / XP or Server 2012 / 2008 / 2003 (x86 and x64 versions). ***Windows NT, 2000, 95, 98, or ME are not supported.***
- QuickBooks Enterprise Solutions (11.0 - 15.0) or QuickBooks Premier/Pro (2010 - 2015), U.S. or Canadian Versions
- 25 MB free hard drive space for installation files.

The ActiveBooks components are **designed to be extremely frugal with machine resources**. They almost always consume less than 1% of the CPU, less than 20 MB of RAM, and don't fall victim to the "Memory Growth" characteristic of many applications today.

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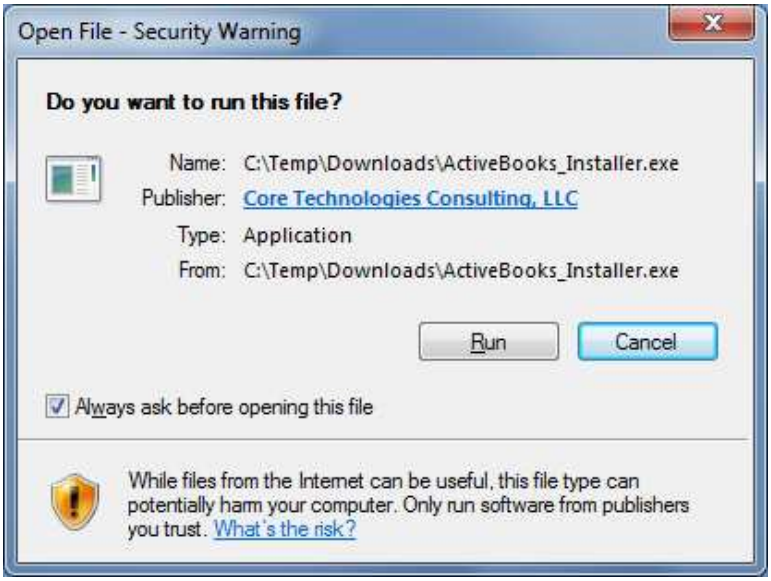
4. Preparing To Use ActiveBooks

4.1. Downloading ActiveBooks

The latest version of ActiveBooks can always be downloaded from:
http://www.activebooks.net/download/ActiveBooks_Installer.exe.

If your browser displays a security warning, please confirm that the package you are downloading is digitally signed by Core Technologies Consulting, LLC, the creators of ActiveBooks.


Open File - Security Warning
Do you want to run this file?
Name: C:\Temp\Downloads\ActiveBooks_Installer.exe
Publisher: Core Technologies Consulting, LLC
Type: Application
From: C:\Temp\Downloads\ActiveBooks_Installer.exe
Run
Cancel
Always ask before opening this file
While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. What's the risk?

4.2. Installing ActiveBooks

Installing ActiveBooks is quite unremarkable, with the usual sequence of steps and screens seen in conventional windows installations.

4.3. Initial Setup

ActiveBooks must be configured before it can access your QuickBooks accounting and email systems. The process usually takes a few minutes, and starts with the following self-explanatory screen:

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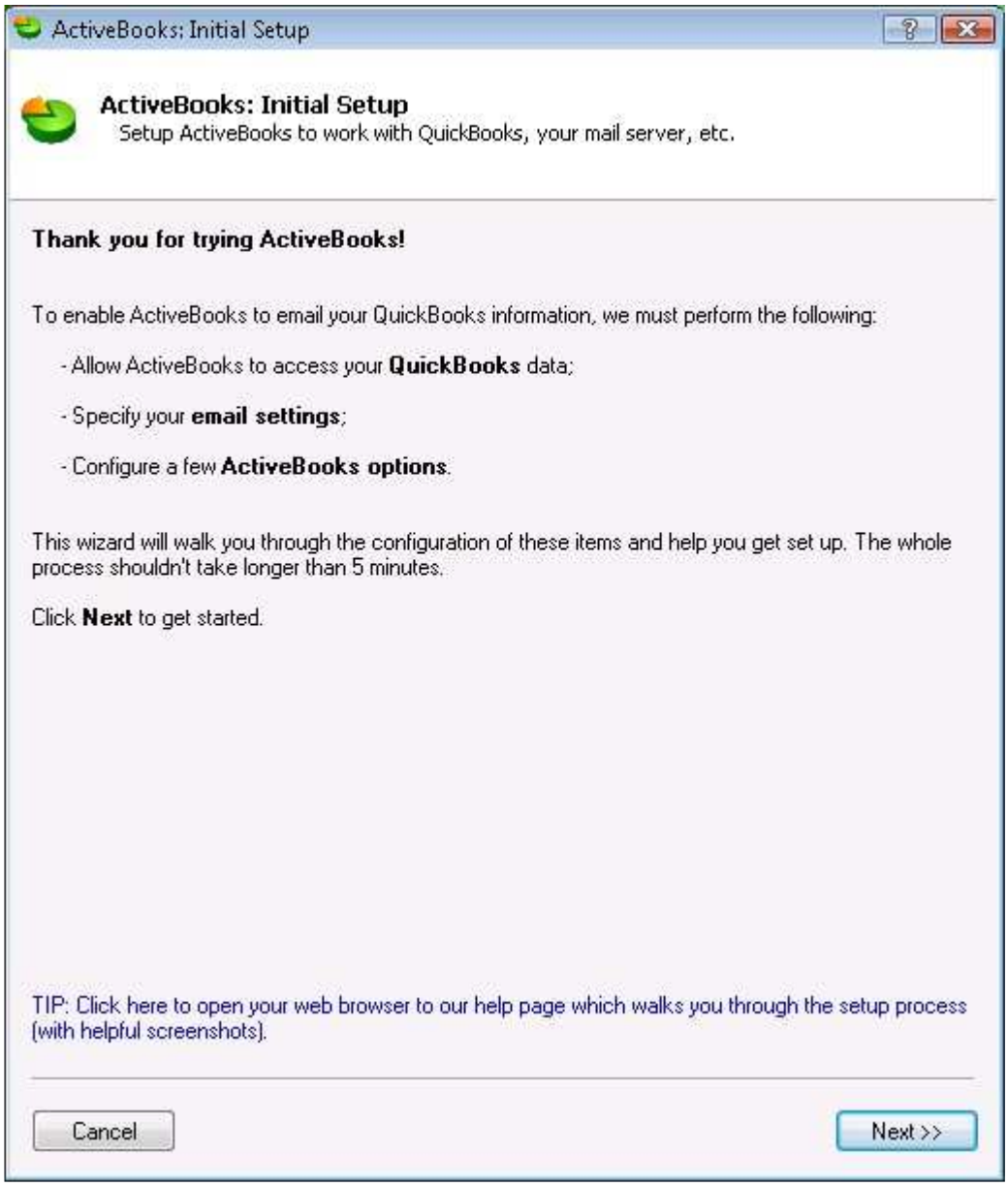
ActiveBooks: Initial Setup
ActiveBooks: Initial Setup
Setup ActiveBooks to work with QuickBooks, your mail server, etc.
Thank you for trying ActiveBooks!
To enable ActiveBooks to email your QuickBooks information, we must perform the following:
- Allow ActiveBooks to access your QuickBooks data;
- Specify your email settings;
- Configure a few ActiveBooks options.
This wizard will walk you through the configuration of these items and help you get set up. The whole process shouldn't take longer than 5 minutes.
Click Next to get started.
TIP: Click here to open your web browser to our help page which walks you through the setup process (with helpful screenshots).
Cancel
Next >>

Click **Next** to start setting up QuickBooks.

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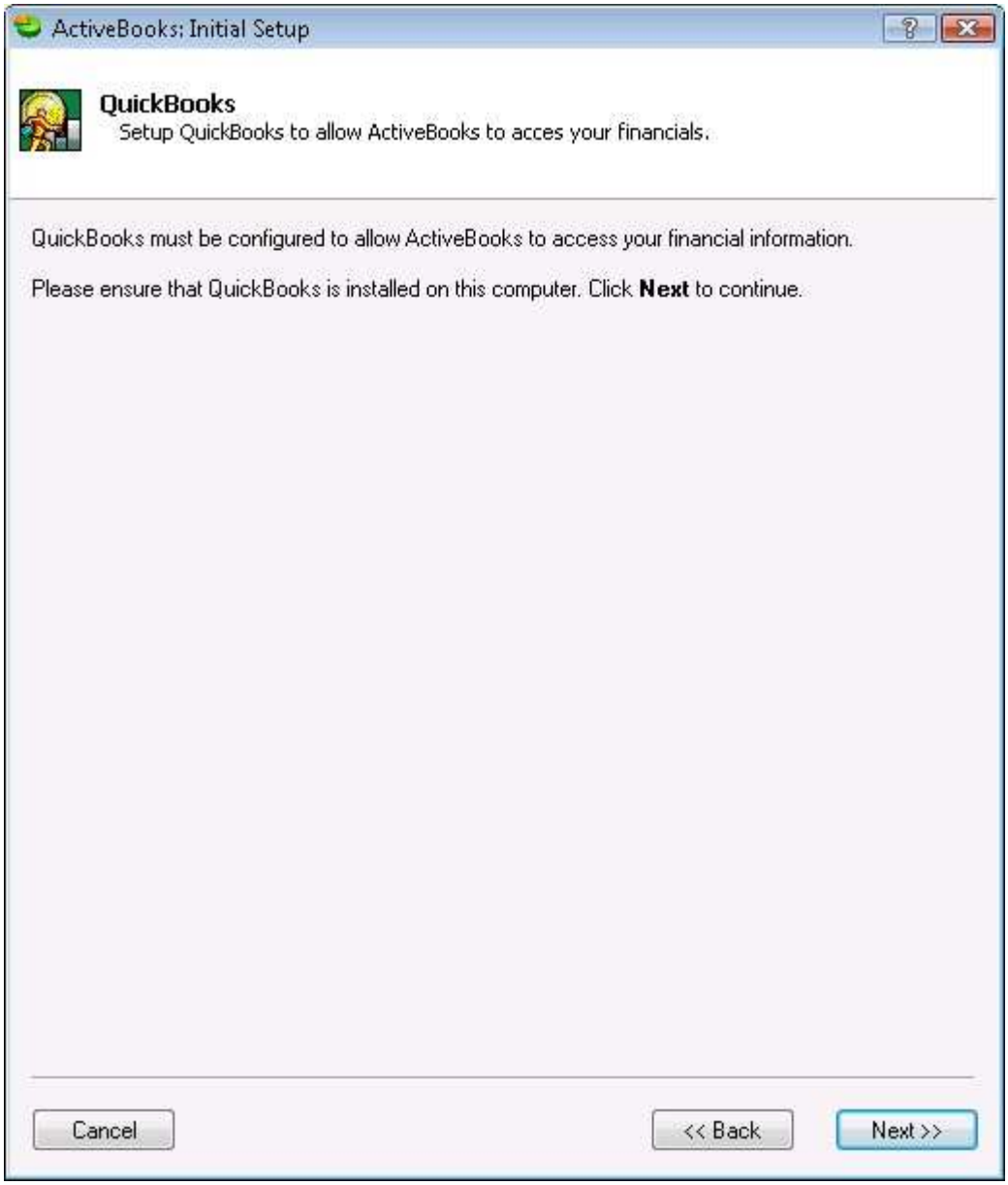
ActiveBooks: Initial Setup
QuickBooks
Setup QuickBooks to allow ActiveBooks to acces your financials.
QuickBooks must be configured to allow ActiveBooks to access your financial information.
Please ensure that QuickBooks is installed on this computer. Click Next to continue.
Cancel
<< Back
Next >>

Click **Next** to continue setting up QuickBooks.

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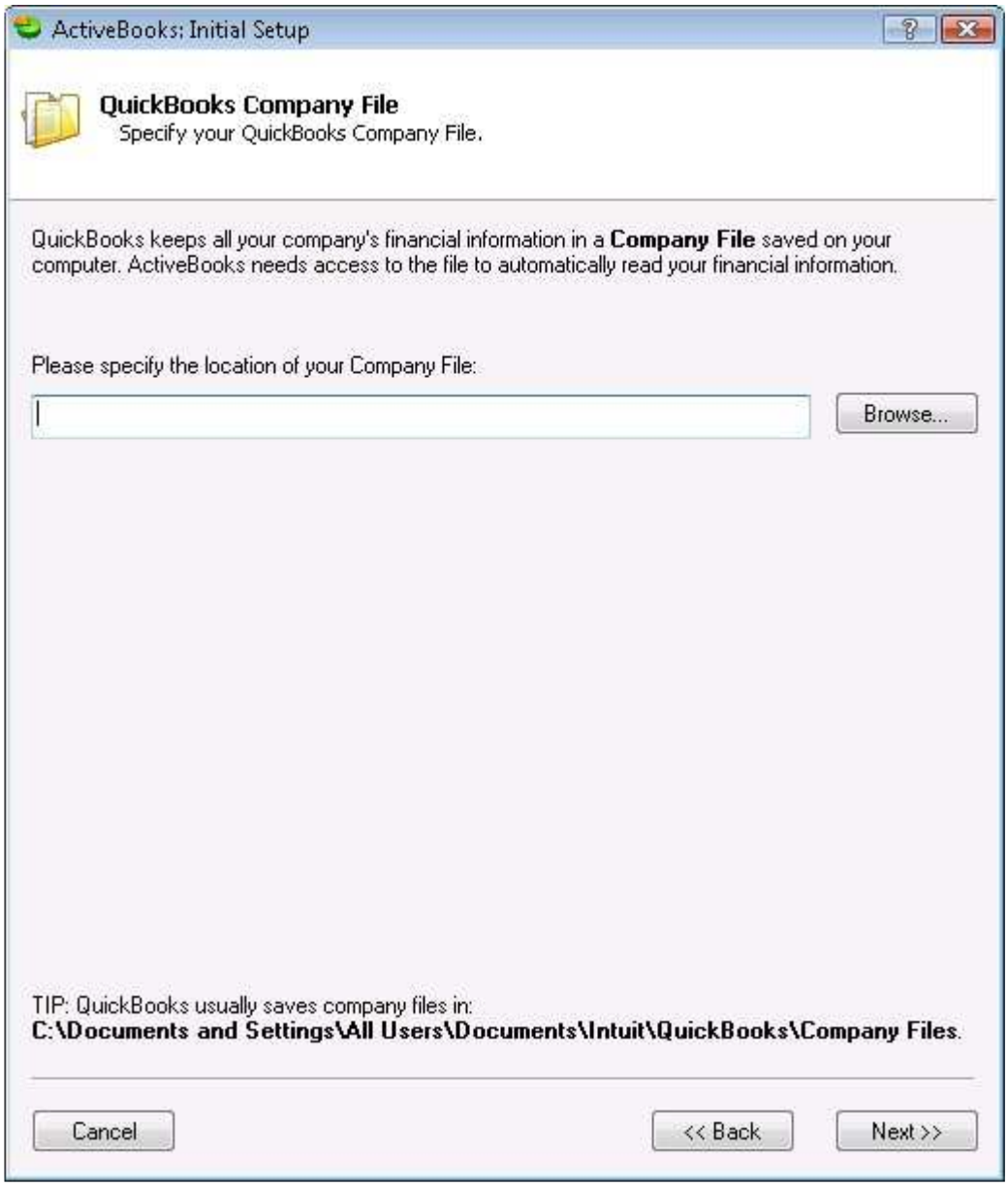
ActiveBooks: Initial Setup
QuickBooks Company File
Specify your QuickBooks Company File.
QuickBooks keeps all your company's financial information in a Company File saved on your computer. ActiveBooks needs access to the file to automatically read your financial information.
Please specify the location of your Company File:
Browse...
TIP: QuickBooks usually saves company files in:
C:\Documents and Settings\All Users\Documents\Intuit\QuickBooks\Company Files.
Cancel
<< Back
Next >>

Enter the full path to your QuickBooks Company File, most likely created when you first installed QuickBooks. It is probably named <*Your Company*>*.QBW*, where <*Your Company*> is the name of your business.

If your Company File is located on a network drive, please be sure to specify the exact same path as given to QuickBooks or ActiveBooks will not work properly. That is, if you have specified a network path with a drive letter to QuickBooks (for example, Z:\QuickBooks\MyCompany.qbw), you should enter the same path in ActiveBooks, and **not** a UNC path like \\Server\data\QuickBooks\MyCompany.qbw.

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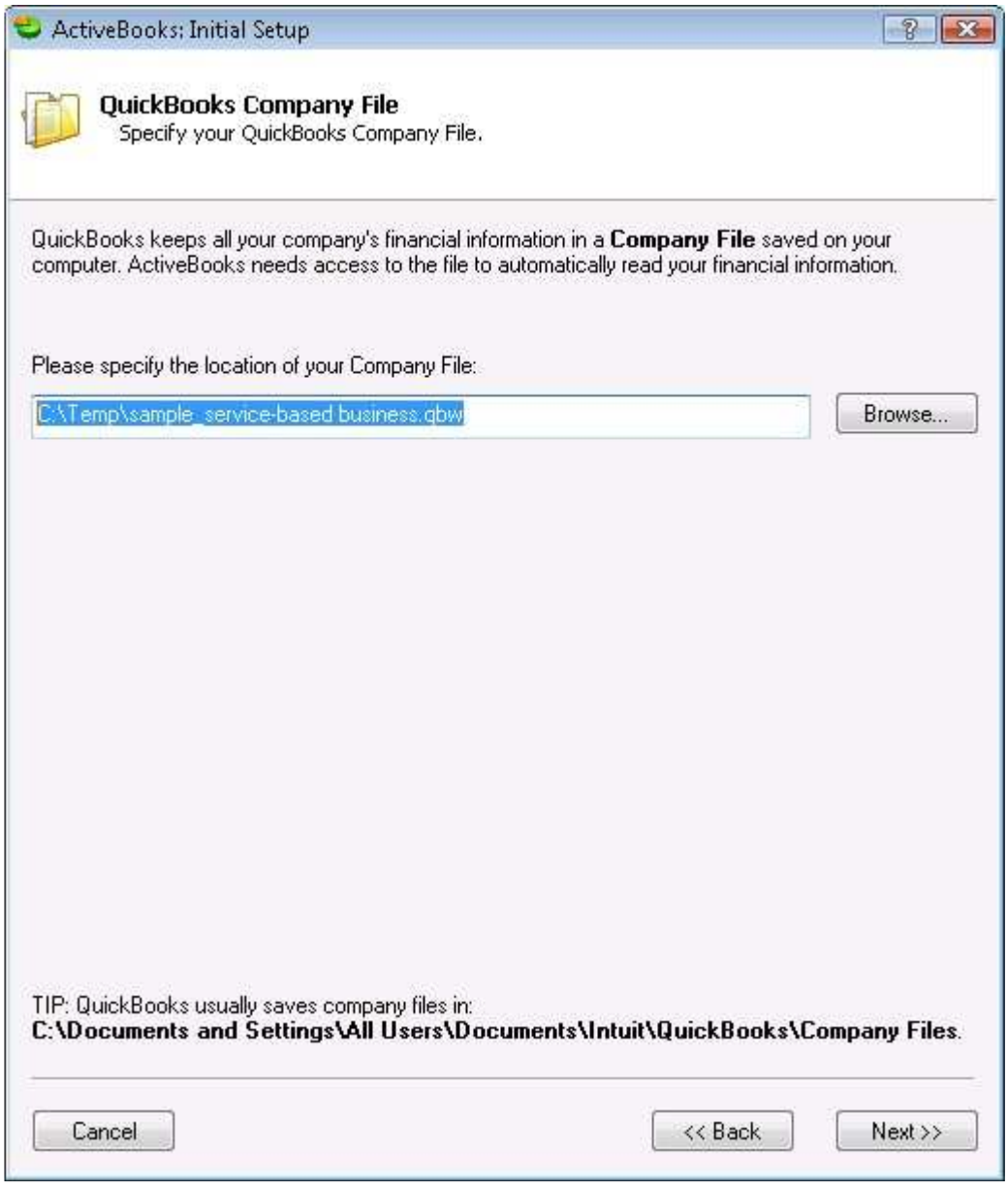
We have specified a sample company file in the next screenshot:


ActiveBooks: Initial Setup
QuickBooks Company File
Specify your QuickBooks Company File.
QuickBooks keeps all your company's financial information in a Company File saved on your computer. ActiveBooks needs access to the file to automatically read your financial information.
Please specify the location of your Company File:
C:\Temp\sample_service-based business.qbw
Browse...
TIP: QuickBooks usually saves company files in:
C:\Documents and Settings\All Users\Documents\Intuit\QuickBooks\Company Files.
Cancel
<< Back
Next >>

Click **Next** to continue.

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ActiveBooks: Initial Setup
Start QuickBooks
Please start QuickBooks.
Now, please start QuickBooks and log in if necessary.
If you use multiple Company Files, be sure to open the file that you specified earlier.
Click Next once QuickBooks has been started and is ready.
Cancel
<< Back
Next >>

Please start QuickBooks, log in (if necessary) and give it a minute to start up properly. Also ensure that no modal windows (for example, the Preferences window) are open in QuickBooks.

Click **Next** to continue.

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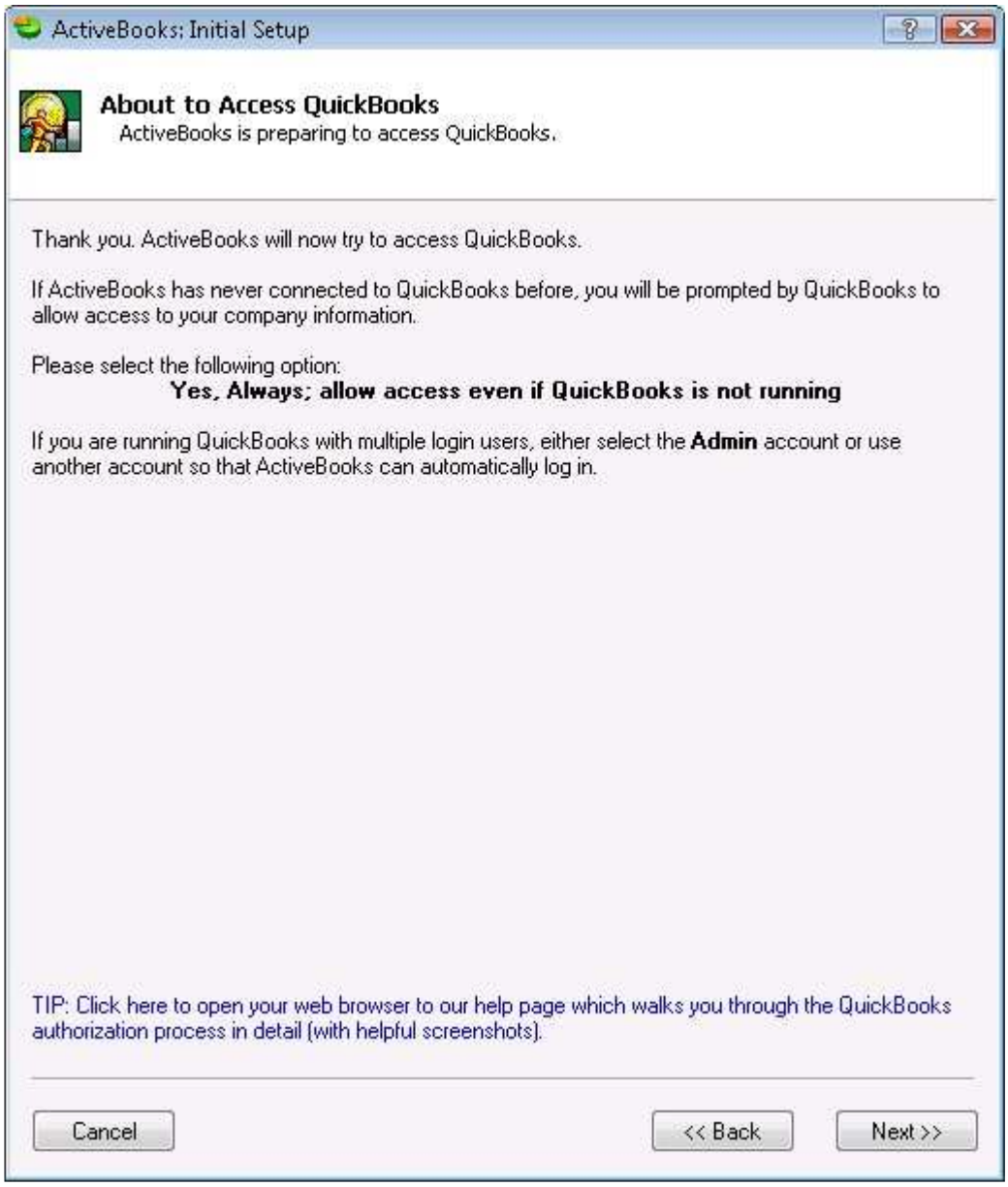
ActiveBooks: Initial Setup
About to Access QuickBooks
ActiveBooks is preparing to access QuickBooks.
Thank you. ActiveBooks will now try to access QuickBooks.
If ActiveBooks has never connected to QuickBooks before, you will be prompted by QuickBooks to allow access to your company information.
Please select the following option:
Yes, Always; allow access even if QuickBooks is not running
If you are running QuickBooks with multiple login users, either select the Admin account or use another account so that ActiveBooks can automatically log in.
TIP: Click here to open your web browser to our help page which walks you through the QuickBooks authorization process in detail (with helpful screenshots).
Cancel
<< Back
Next >>

The QuickBooks application features a security layer that restricts access to your accounting data. The next few screens focus on granting ActiveBooks permission to go through that layer.

Click **Next** to continue.

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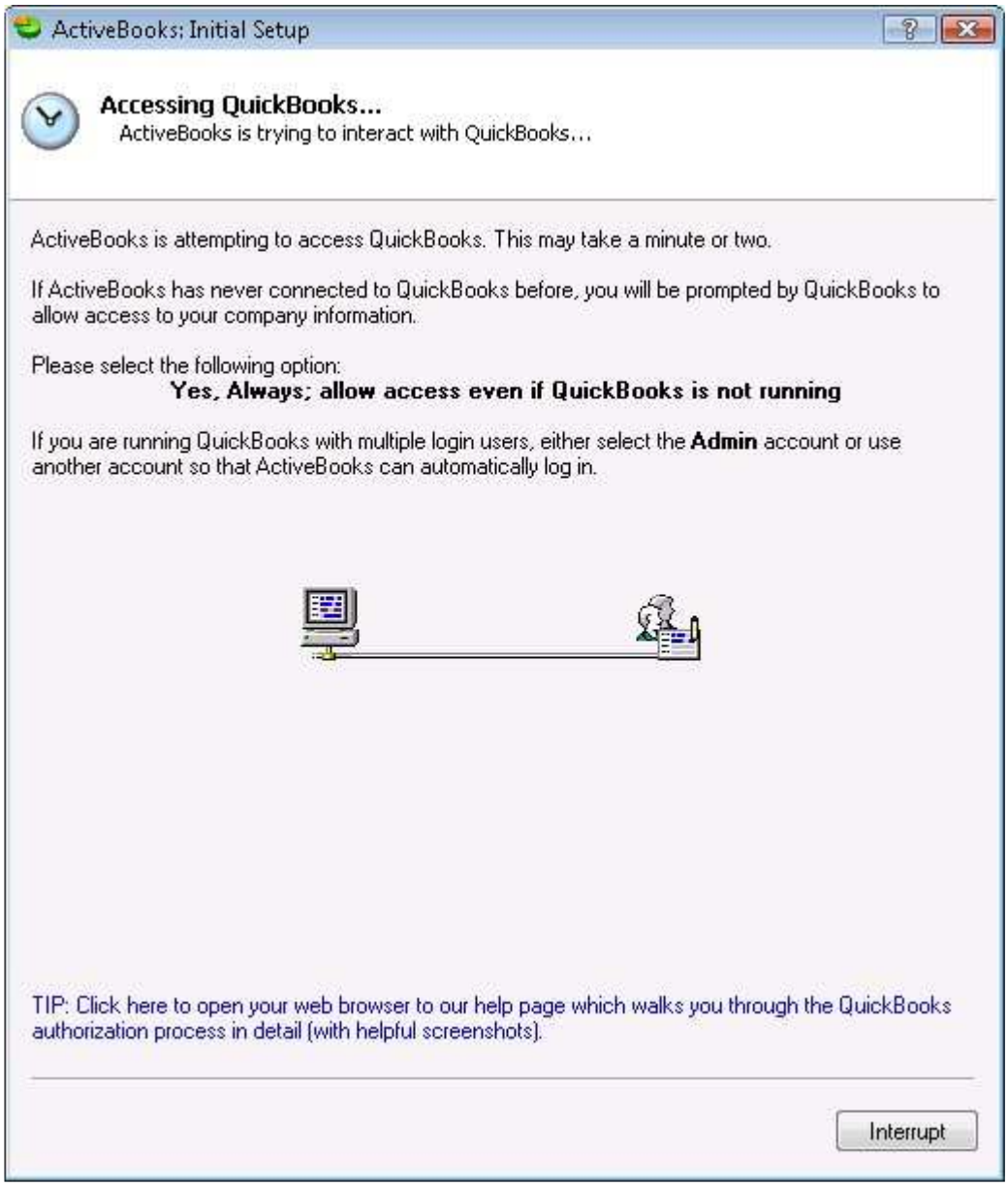
ActiveBooks: Initial Setup
Accessing QuickBooks...
ActiveBooks is trying to interact with QuickBooks...
ActiveBooks is attempting to access QuickBooks. This may take a minute or two.
If ActiveBooks has never connected to QuickBooks before, you will be prompted by QuickBooks to allow access to your company information.
Please select the following option:
Yes, Always; allow access even if QuickBooks is not running
If you are running QuickBooks with multiple login users, either select the Admin account or use another account so that ActiveBooks can automatically log in.
TIP: Click here to open your web browser to our help page which walks you through the QuickBooks authorization process in detail (with helpful screenshots).
Interrupt

ActiveBooks is trying to talk to QuickBooks. This may take a few seconds, and you may soon be prompted by QuickBooks to grant ActiveBooks access to your company file. If this is your first time setting up ActiveBooks with this company file, QuickBooks should display this "Application Certificate" window:

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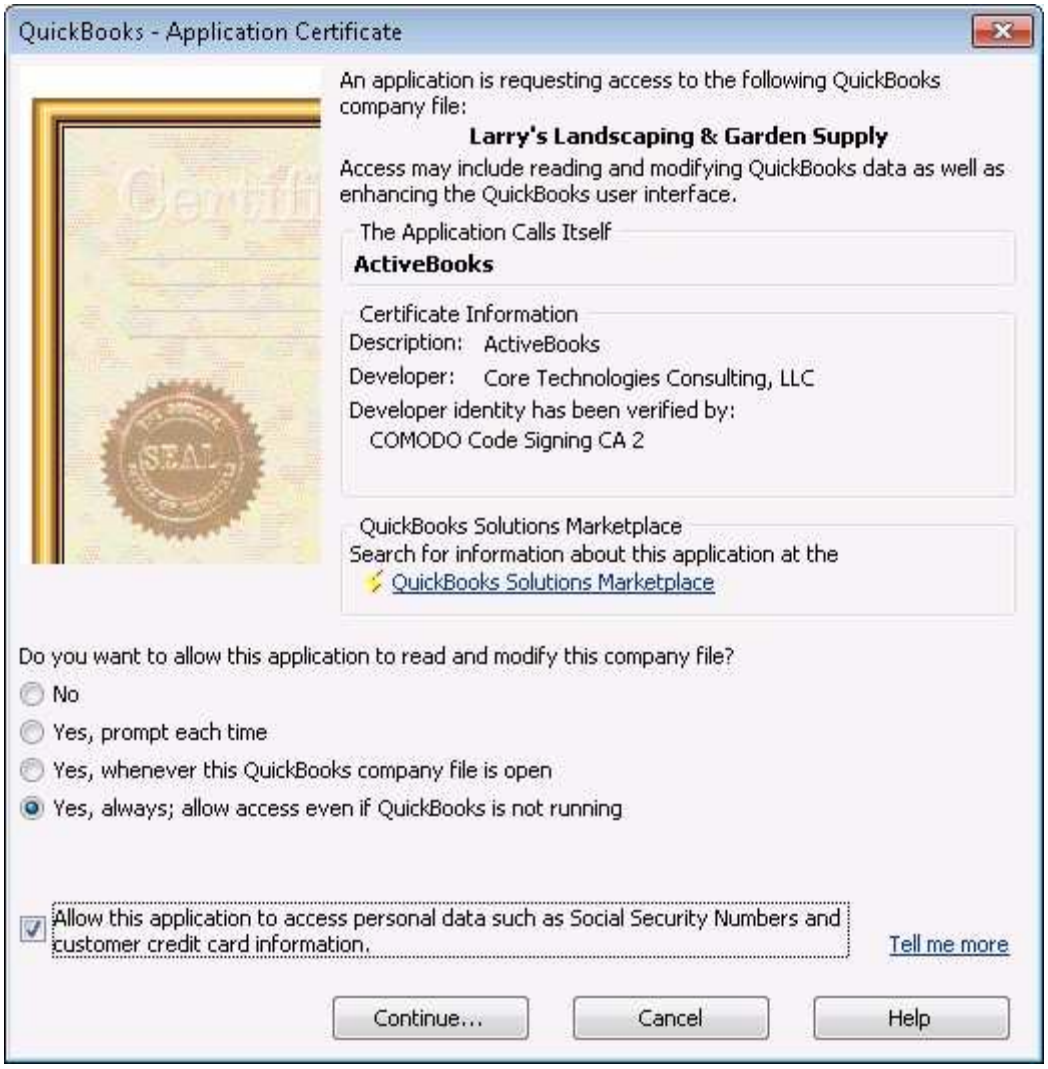
QuickBooks - Application Certificate
An application is requesting access to the following QuickBooks company file:
Larry's Landscaping & Garden Supply
Access may include reading and modifying QuickBooks data as well as enhancing the QuickBooks user interface.
The Application Calls Itself
ActiveBooks
Certificate Information
Description: ActiveBooks
Developer: Core Technologies Consulting, LLC
Developer identity has been verified by:
COMODO Code Signing CA 2
QuickBooks Solutions Marketplace
Search for information about this application at the
QuickBooks Solutions Marketplace
Do you want to allow this application to read and modify this company file?
No
Yes, prompt each time
Yes, whenever this QuickBooks company file is open
Yes, always; allow access even if QuickBooks is not running
Allow this application to access personal data such as Social Security Numbers and customer credit card information.
Tell me more
Continue...
Cancel
Help

Please select the **"Yes, always…"** entry to ensure that ActiveBooks can read your QuickBooks data at any time. If you have a multi-user setup, you may want to have ActiveBooks run as the "Admin" user.

Note that ActiveBooks only reads your QuickBooks data and does not modify it in any way. However you will need to grant access to personal data to generate payroll reports.

Clicking on the **Continue…** button summons the **Access Confirmation** window:

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Access Confirmation
You have chosen to grant the application
ActiveBooks
access to the QuickBooks company file
Larry's Landscaping & Garden Supply
any time, even if QuickBooks is not running.
Access rights:
- Read and modify QuickBooks data
(including personal data)
- Enhance the QuickBooks user interface
Done
Go Back

Click the **Done** button to confirm and to complete the interaction with QuickBooks.

If necessary, switch back to the ActiveBooks Initial Setup window. You will see that the QuickBooks setup is now complete:

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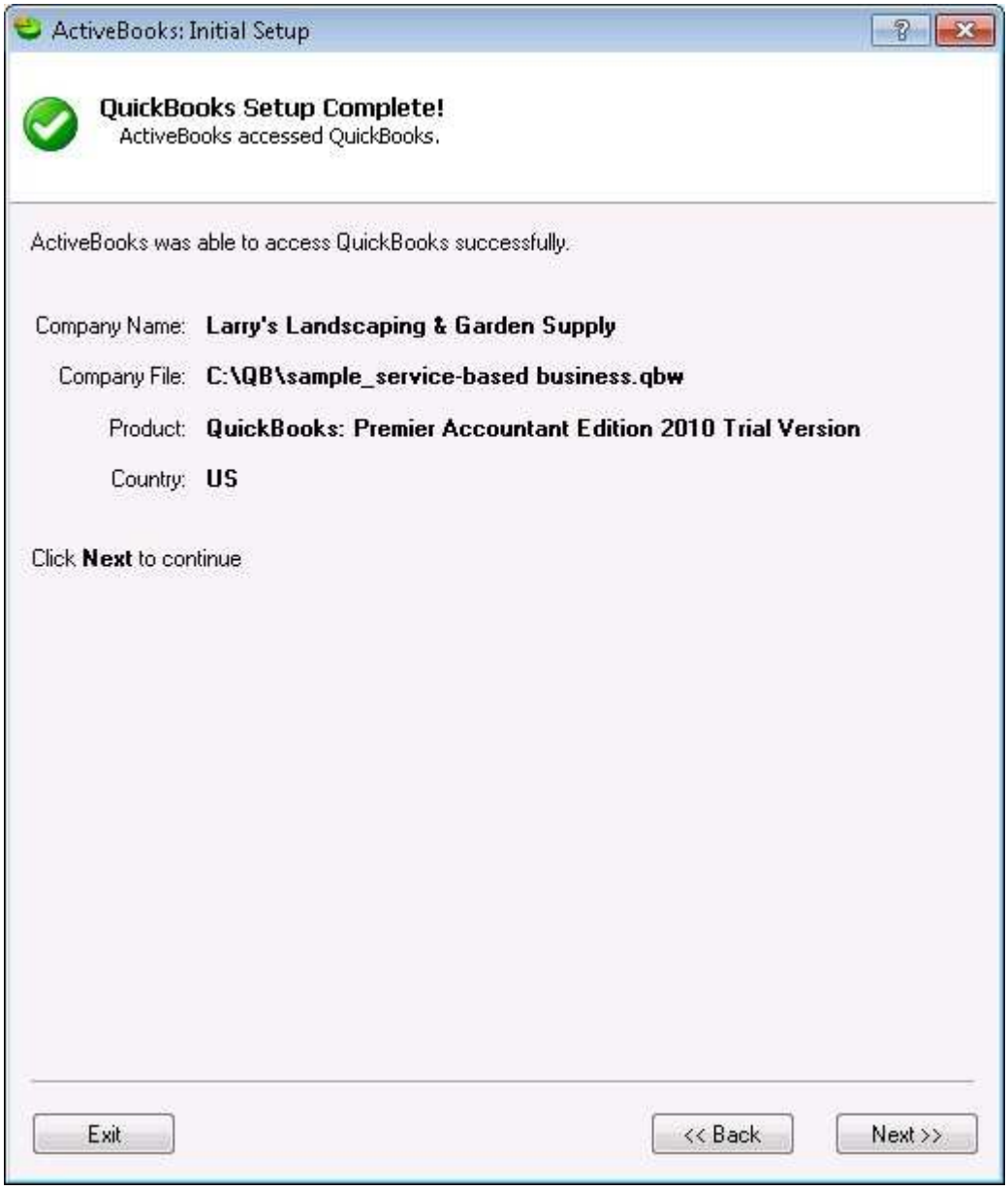

ActiveBooks has confirmed access to the Company File you have specified.

Click **Next** to move on.

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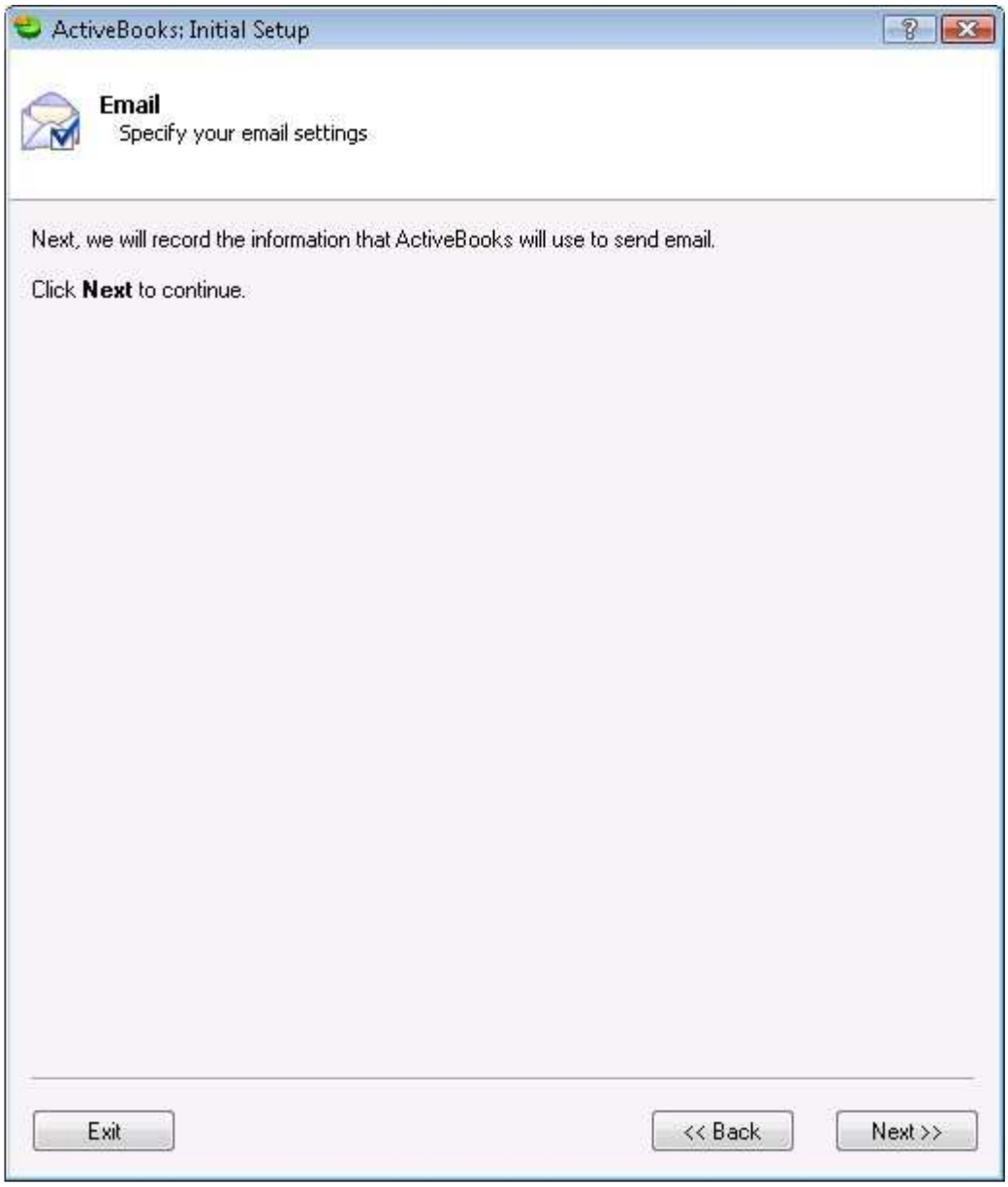

Click **Next** to start entering your email settings.

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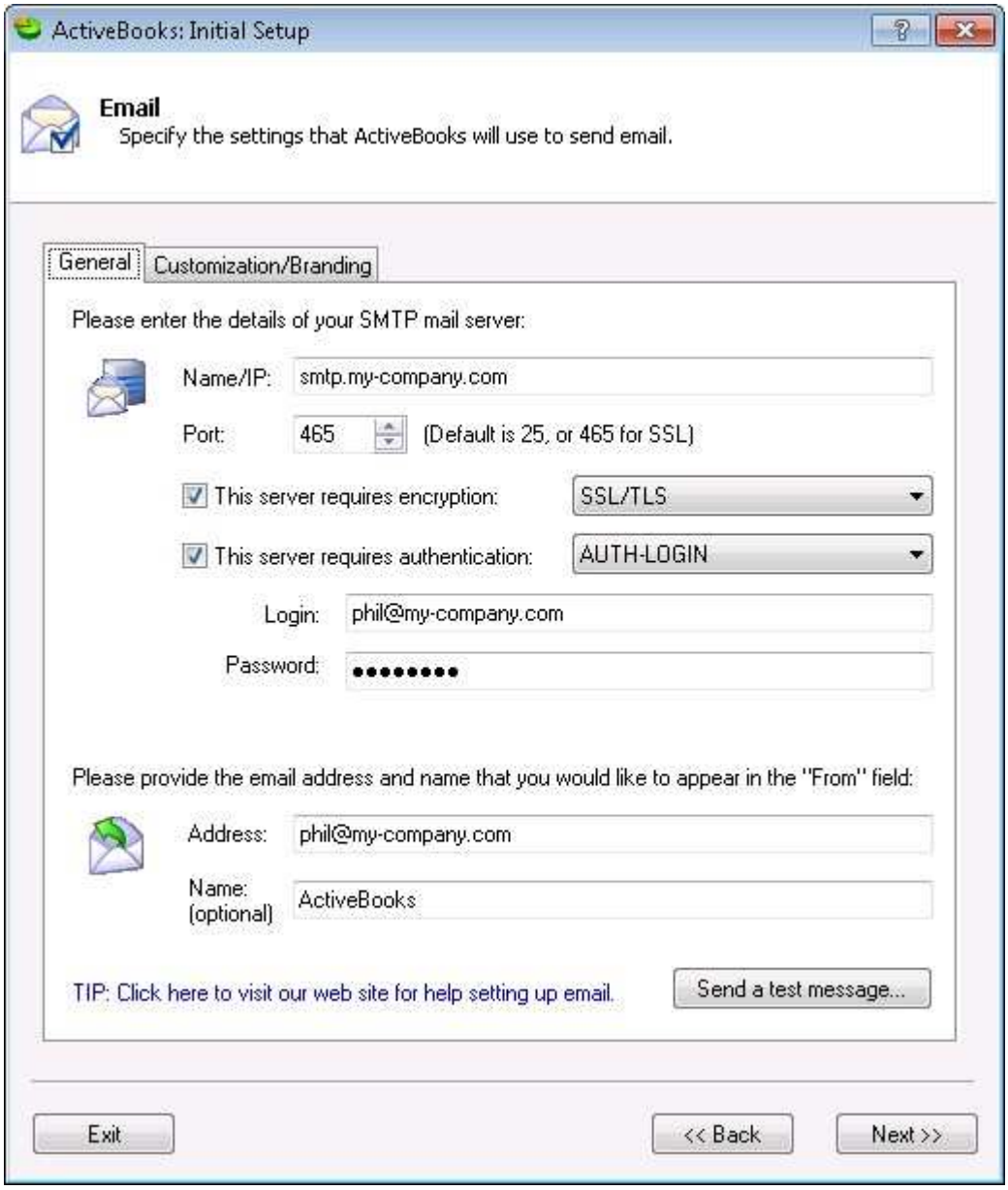

As presented on the **General** tab, ActiveBooks needs the following information to send email:

Name/IP: Enter the name (or IP address) of your mail server. The server must be able to accept and route standard SMTP traffic. Please consult a system administrator if in doubt.

Port: The numeric port on which the mail server is available. Note that the default is 25 for regular SMTP servers and 465 for servers using SSL – please specify one if these if in doubt.

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This server requires encryption: Check if the mail server uses an encrypted connection. Select the type of encryption: SSL, TLS or STARTTLS.

This server requires authentication: Check if the server requires authentication, and select the authentication method. The choices are CRAM-MD5, AUTH-LOGIN, AUTH-PLAIN, and AUTH-NTLM. A login and a password will be required for all but AUTH-NTLM.

Login: The user name/login for the mail server.

Password: The password for the mail server.

Address: The email address that will be displayed in the "From" field of the email messages sent by ActiveBooks.

Name: The name that will be displayed in the "From" field of the email messages sent by ActiveBooks. This value is optional.

Send a test message: Click this button to send an email message using the settings you have specified. You will be asked to specify the target email address and the sequence should unfold like this:

Send Test Email
Please enter the email address:
activebooks.net@gmail.com
A short email message will be sent using the settings you have entered on the previous screen
Cancel
Send >>

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Switch to the Customization/Branding tab to change the appearance of the emails sent by ActiveBooks:

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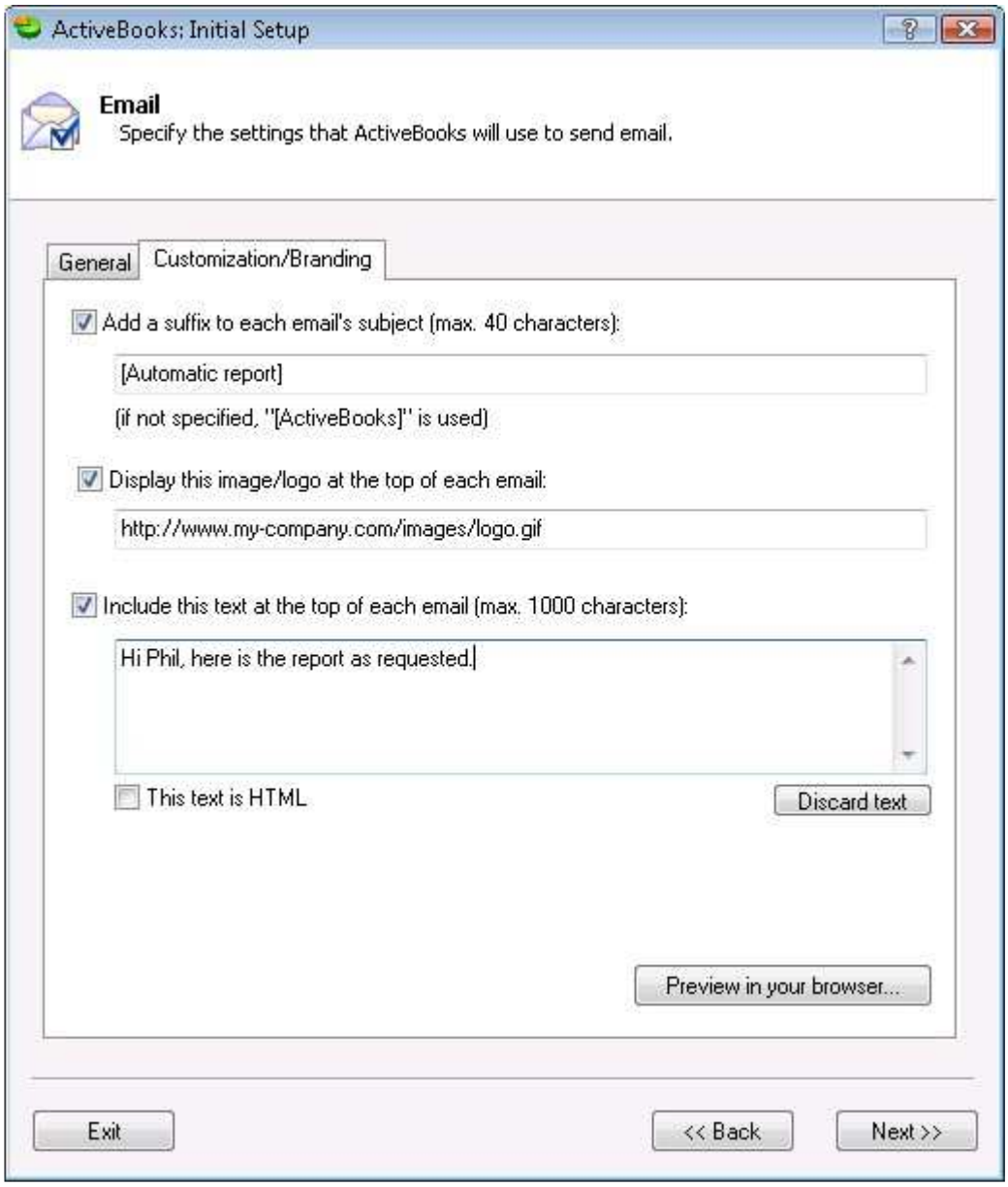
ActiveBooks: Initial Setup
Email
Specify the settings that ActiveBooks will use to send email.
General
Customization/Branding
Add a suffix to each email's subject (max. 40 characters):
[Automatic report]
(if not specified, "[ActiveBooks]" is used)
Display this image/logo at the top of each email:
http://www.my-company.com/images/logo.gif
Include this text at the top of each email (max. 1000 characters):
Hi Phil, here is the report as requested.
This text is HTML
Discard text
Preview in your browser...
Exit
<< Back
Next >>

Add a suffix to each email's subject: Enter some short text that will be added to the subject of each email that ActiveBooks will send.

Display this image/logo at the top of each email: Enter the complete URL (http://...) to a GIF/JPEG/PNG file that you would like to place at the top of each report. We recommend using an image smaller than 150x150. Your company's logo may be appropriate.

Include this text at the top of each email: Enter some text that will be delivered in the email. Be sure to check the **This text is HTML** box if you specify HTML.

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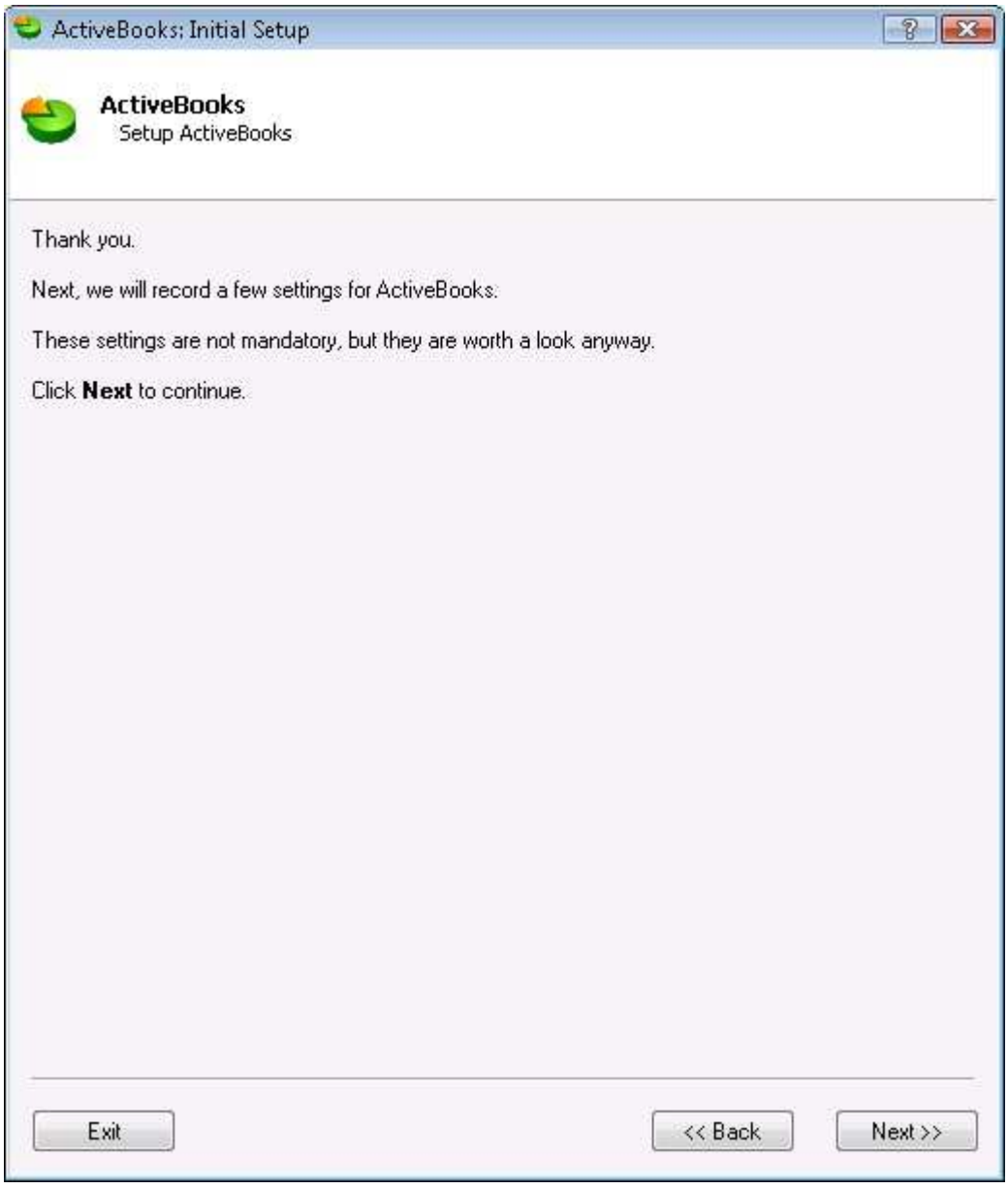
Preview in your browser: Click this button to open your web browser with a sample report showing your customizations.

Click **Next** to record your email settings and move on to the next screen.



Click **Next** to start entering miscellaneous ActiveBooks settings.

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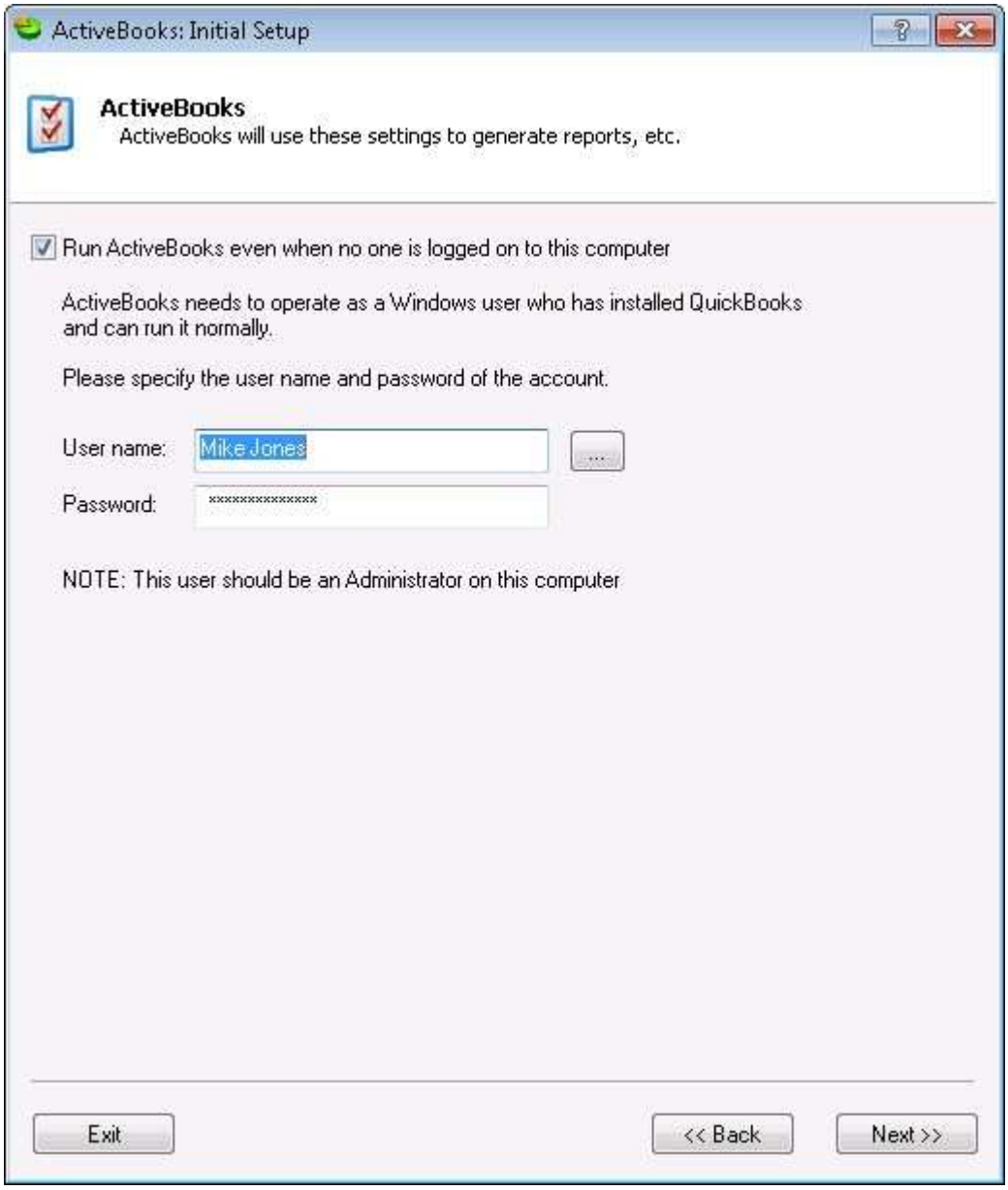
ActiveBooks: Initial Setup
ActiveBooks
ActiveBooks will use these settings to generate reports, etc.
Run ActiveBooks even when no one is logged on to this computer
ActiveBooks needs to operate as a Windows user who has installed QuickBooks and can run it normally.
Please specify the user name and password of the account.
User name:
Mike Jones
...
Password:
NOTE: This user should be an Administrator on this computer
Exit
<< Back
Next >>

In order to access QuickBooks when no user is logged on, you should specify a Windows account that ActiveBooks can use to start QuickBooks. Please enter the **User name** and **Password** of a user that can run QuickBooks normally. The user should be an administrator on the computer. Perhaps the account you are logged in to right now?

If you choose not to provide an account, ActiveBooks may not be able to send you reports when no one has logged on to your computer.

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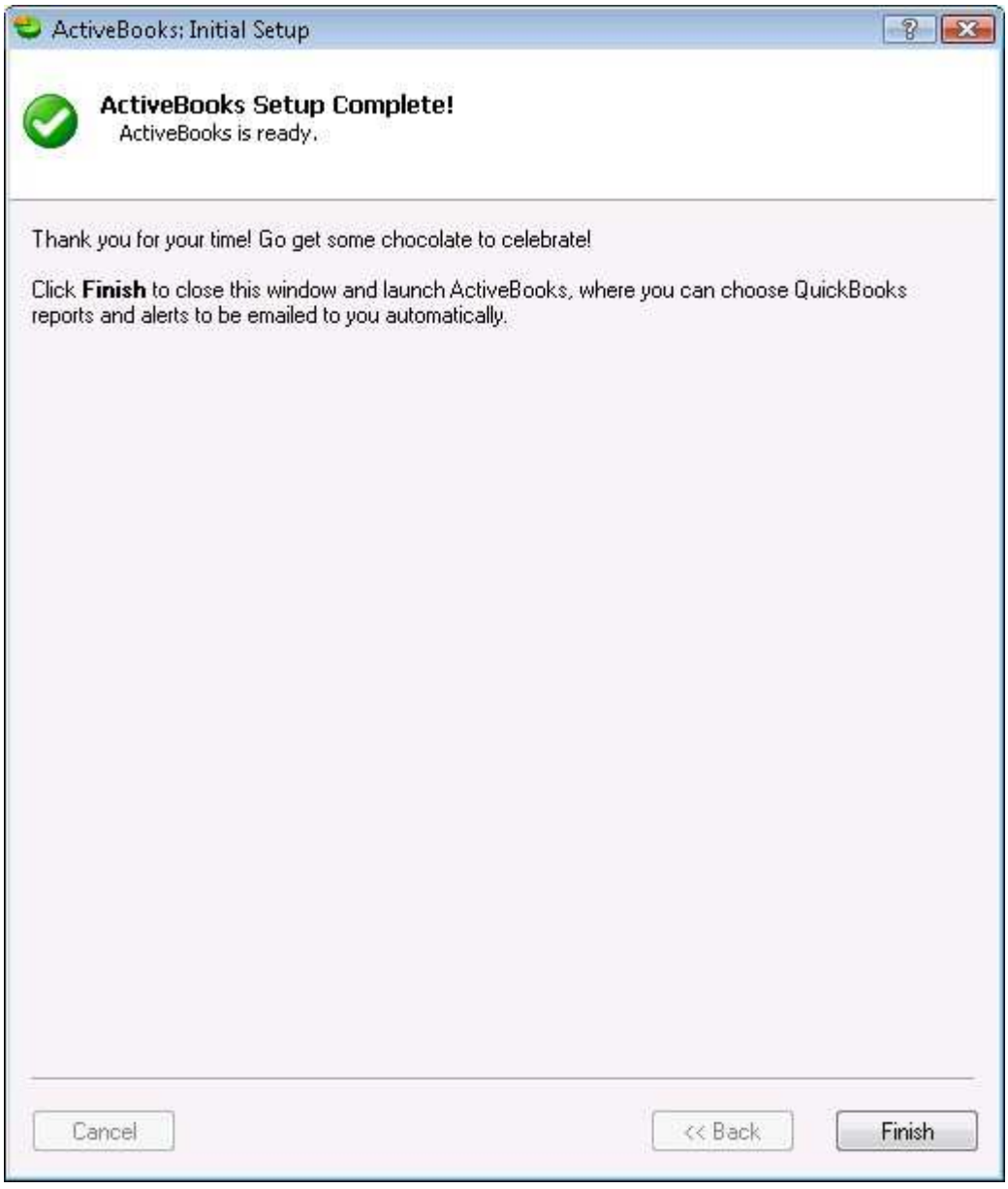
For the geeks reading – note that ActiveBooks will automatically grant the user the *Log on as a Service* privilege if necessary (as managed in the *Control Panel/Administrative Tools/Local Security Policy* application).

Click **Next** to record your settings and move on to the final screen.


ActiveBooks: Initial Setup
ActiveBooks Setup Complete!
ActiveBooks is ready.
Thank you for your time! Go get some chocolate to celebrate!
Click Finish to close this window and launch ActiveBooks, where you can choose QuickBooks reports and alerts to be emailed to you automatically.
Cancel
<< Back
Finish

Congratulations – ActiveBooks setup is now complete! Go get that chocolate!

Click **Finish** to start using ActiveBooks.

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5. Using ActiveBooks

5.1. Terminology: What is a Notification?

A notification is simply **any QuickBooks information that is sent to you by email**. Notifications come in two flavors – **reports** (emails sent at a specified time) and **alerts** (emails sent when something happens).

ActiveBooks supports over 100 notifications, including:

- **A/R Aging Report**: How much does each customer owe? How much of each customer's balance is overdue?
- **Open Invoices Report**: Which invoices or statement charges haven't been paid and when are they due?
- **Overdue Invoices Report**: Which unpaid invoices or statement charges are past due?
- **Customer Balance Summary**: How much does each customer owe?
- **Payment Received Alert:** Would you like to get a message whenever a payment has been received?
- **Vendor Balance Summary**: What is your company's current balance with each vendor?
- **Bills To Pay Alert**: Would you like to get a message when a new bill is entered into QuickBooks?
- **Time Tracking Report**: How many hours did your employees bill for?

The full list of notifications (with samples) is available at our web site:
http://www.activebooks.net/info/notifications.html

5.2. The Main Window

When started, ActiveBooks displays a list of the notifications it is managing. The list will be empty when ActiveBooks is run for the first time. The next screenshot shows a single notification (sending the A/R Aging Report to phil@my-company.com every weekday at 12:15 pm) in the top section of the window.

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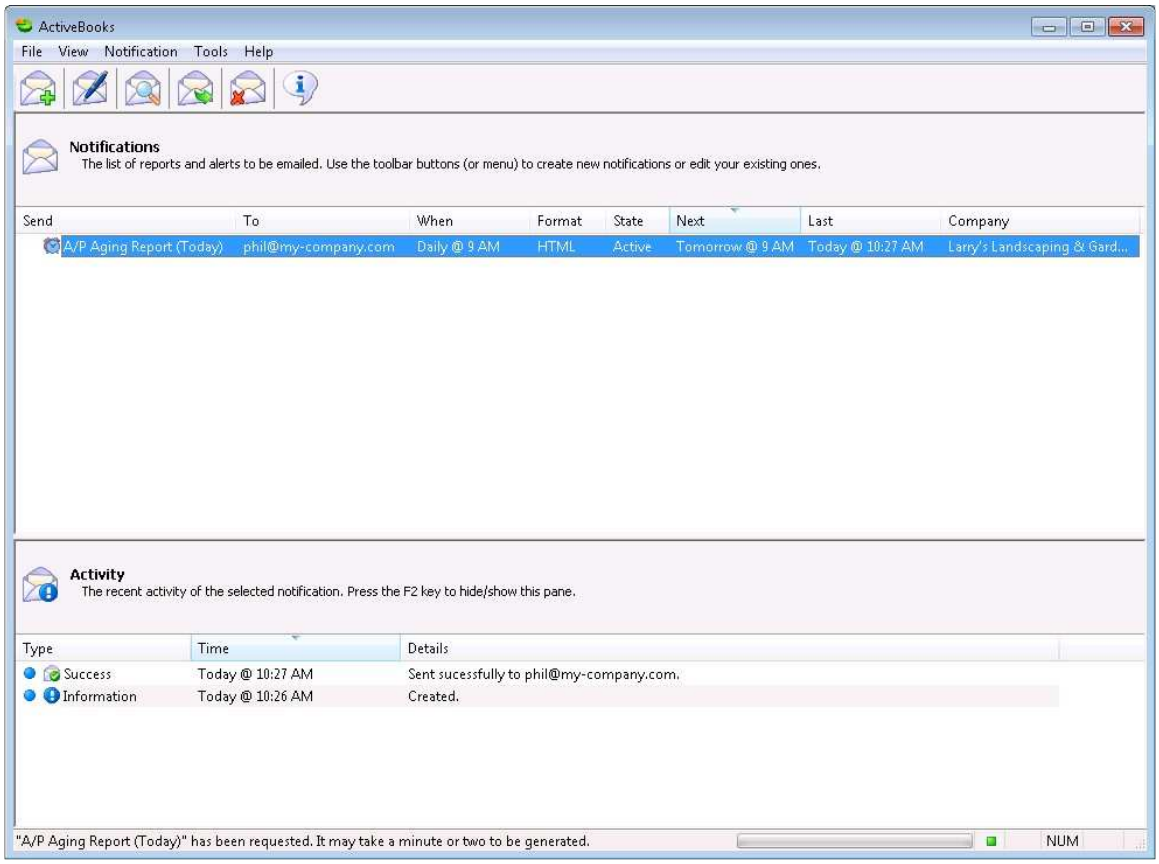
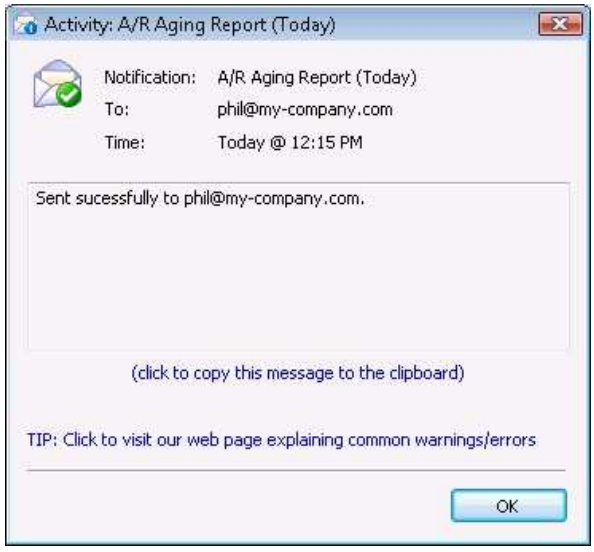

ActiveBooks
File View Notification Tools Help
Notifications
The list of reports and alerts to be emailed. Use the toolbar buttons (or menu) to create new notifications or edit your existing ones.
Send To When Format State Next Last Company
A/P Aging Report (Today) phil@my-company.com Daily @ 9 AM HTML Active Tomorrow @ 9 AM Today @ 10:27 AM Larry's Landscaping & Gard...
Activity
The recent activity of the selected notification. Press the F2 key to hide/show this pane.
Type Time Details
Success Today @ 10:27 AM Sent sucessfully to phil@my-company.com.
Information Today @ 10:26 AM Created.
"A/P Aging Report (Today)" has been requested. It may take a minute or two to be generated.
NUM

The (optional) lower section of the window displays the activity of the selected notification. You can check there to see if a notification was sent successfully, or failed to be generated or sent. You can hide the Activity pane by selecting the appropriate entry in the "View" menu. You can view an activity item in detail by double-clicking on its row:


Activity: A/R Aging Report (Today)
Notification: A/R Aging Report (Today)
To: phil@my-company.com
Time: Today @ 12:15 PM
Sent sucessfully to phil@my-company.com.
(click to copy this message to the clipboard)
TIP: Click to visit our web page explaining common warnings/errors
OK

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5.3. The Menu

The main menu contains the following entries:

File

Exit	Exit ActiveBooks

View

Toolbar	Toggle viewing of the button toolbar
Status Bar	Toggle viewing of the status bar
Activity Pane	Show or hide the Activity pane
Large Icons	View the list of applications as large icons
Small Icons	View the list of applications as small icons
List	View the list of applications as a list of icons
Details	View the list of applications as a report with columns
Always On Top	Keep ActiveBooks on top of other windows
Refresh	Re-load the list of notifications
Auto-refresh | Every 10 seconds	Automatically re-load the list of notifications every 10 seconds
Auto-refresh | Every 30 seconds	Automatically re-load the list of notifications every 30 seconds
Auto-refresh | Every 60 seconds	Automatically re-load the list of notifications every 60 seconds
Auto-refresh | Disabled	Don't automatically re-load the list of notifications

Notification

Add	Add a new application to be managed
Add Copy	Add a copy of the selected notification
Pause	Pause the selected notification (no emails sent)
Edit/View	Edit / View the settings of the selected notification
Preview	Process the selected notification and view the resulting files on this computer
Send Email Now	Immediately generate and email the selected notification
Stop Sending	Interrupt the processing of the selected notification
Remove	Remove the selected notification
Pause all	Pause all notifications (no emails will be sent)
Resume all	Resume all paused notifications

Tools

Configure QuickBooks	Setup QuickBooks so that ActiveBooks can access it
Configure Email	Specify your email settings
Configure ActiveBooks	Specify miscellaneous ActiveBooks settings
Start/Stop the ActiveBooks Server	Explicitly start or stop the server application

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Event Viewer	Open the Windows Event Viewer application, for examining the Event Logs
Services	Open the Services Control Panel application
Computer Management	Open the Computer Management Control Panel application
Task Manager	Open the Task Manager
QuickBooks SDK Log File	Open the QuickBooks Log File, to see technical details and troubleshoot problems.
QuickBooks SDK Verbose Logging	Turn on (or off) verbose logging by QuickBooks, to record in-depth technical details when troubleshooting problems.

Help

User's manual (PDF)	Open this user's manual
Register	Display the registration dialog, for purchasing and registering ActiveBooks (not available once registered)
ActiveBooks Home Page (Web)	Open the ActiveBooks home page in your browser. Your computer will need to be connected to the Internet for this to work.
Frequently Asked Questions (Web)	Open the ActiveBooks FAQ in your browser. Your computer will need to be connected to the Internet for this to work.
Notifications (Web)	Open the page describing the ActiveBooks notifications in your browser. Your computer will need to be connected to the Internet for this to work.
Provide your feedback (Web)	Open the feedback web page in your browser. Please let us know what you think of ActiveBooks! Your computer will need to be connected to the Internet for this to work.
Check for Updates	Check our web site for updates to the software. Your computer will need to be connected to the Internet for this to work.
About ActiveBooks	Display program information

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5.4. The Toolbar

For convenience, the most common functionality can be accessed from the toolbar. The buttons are as follows:

Add a notification

Edit/View the selected notification's settings

Run the selected notification and view the files it produces on this computer

Immediately send an email for the selected notification

Remove the selected notification

Display program information

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5.5. Adding a Notification

To add a notification, click on the "Add" toolbar button or select "Add" from the "Notification" menu. This will summon the "Add Notification" dialog, where you can specify which report or alert you would like to receive by email.

The following screenshot shows the Add Notification window:

The window consists of 7 tabs, each containing settings for the new notification.

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5.5.1. The General Tab

The General tab (shown on the previous page) contains the main settings for the notification:

Using: Select the QuickBooks company that you wish to work with.

Send the: Select the report or alert to be emailed from the drop-down list. The full list of notifications available can be found at our web site:
http://www.activebooks.net/info/notifications.html

For: Choose the range of dates for the report. Our web site describes the various date ranges available:
http://www.activebooks.net/info/dates.html

To: Specify one or more email addresses to receive the report/alert. Separate multiple addresses with a space or a comma (,).

Every: Choose when to send a report. You can choose daily, every weekday, a specific day of the week, or a specific day of the month. Specify the time of day as well.

Also include the: Check this box to include an additional report appended to the main report. Select the report from the list and specify the dates (if any).

Pause this notification: Check this box to disable the processing of this notification. If checked, this notification will not be run and no email will be sent.

For an alert, the screen is slightly different, with the date and time replaced with a "triggering" event:

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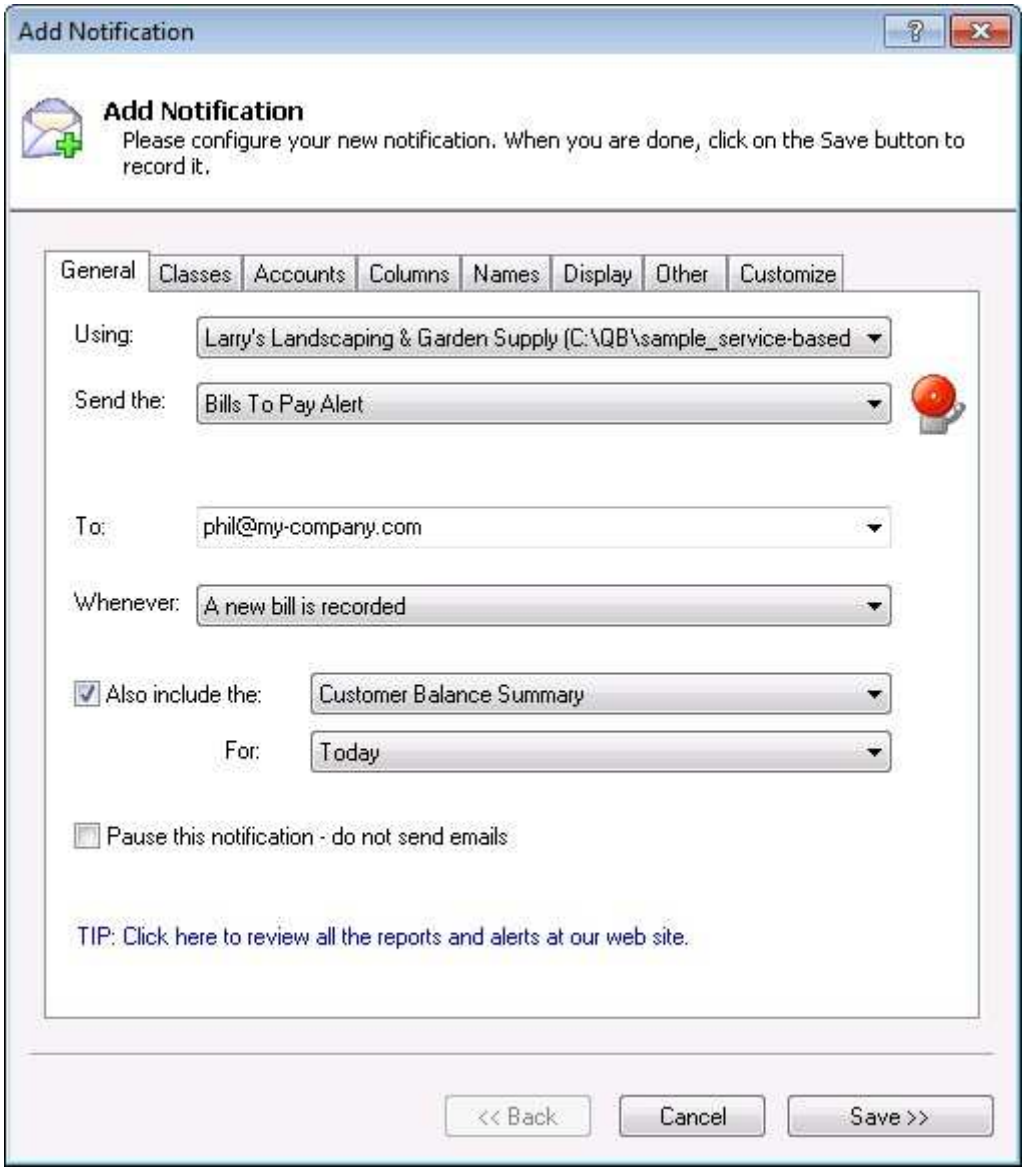

Whenever: Choose the event that will trigger the alert to be sent.

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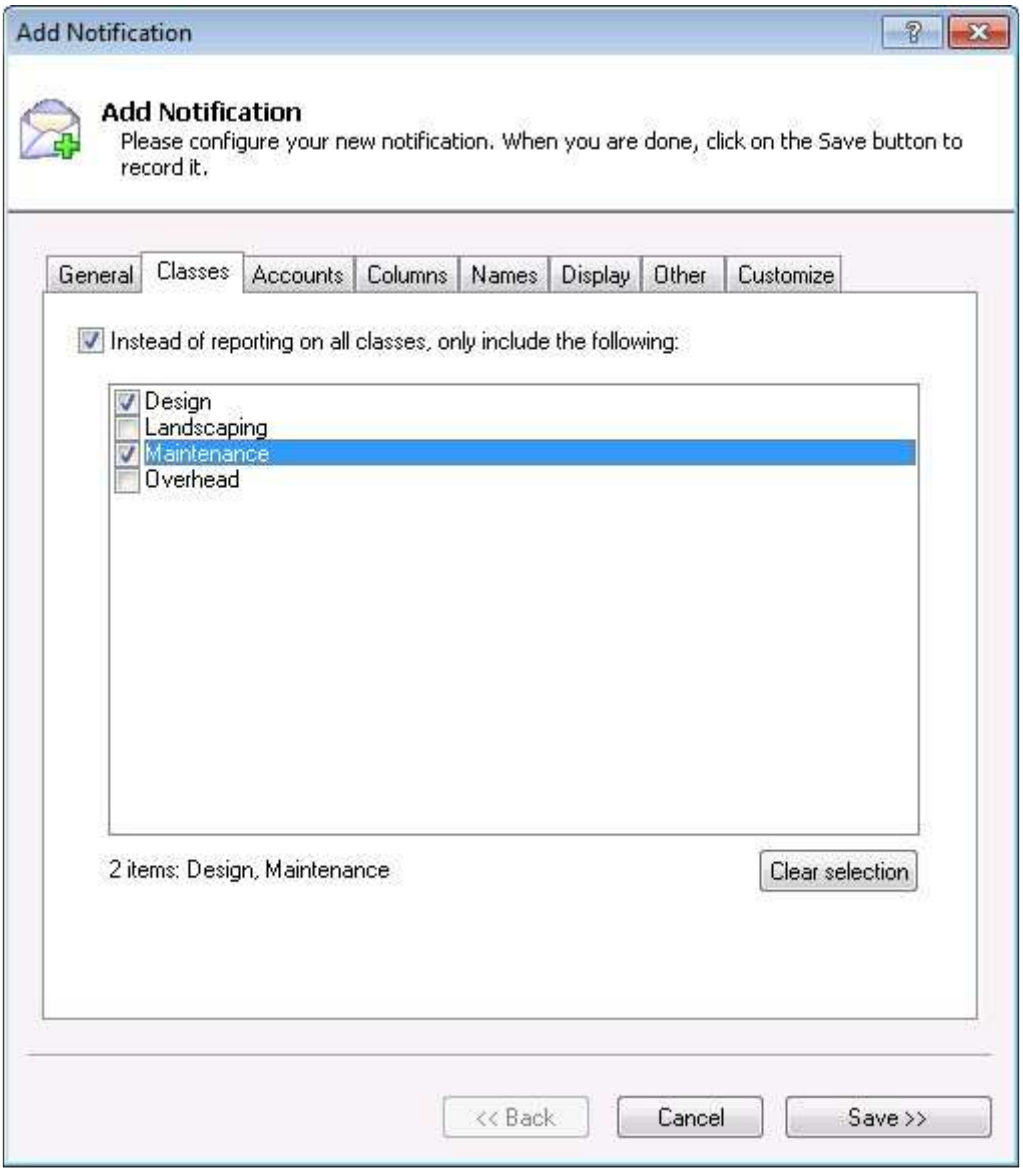
5.5.2. The Classes Tab

If your company file supports classes, you can limit your notification to one or more classes on the Classes tab:



Note that not all notifications support filtering by class.

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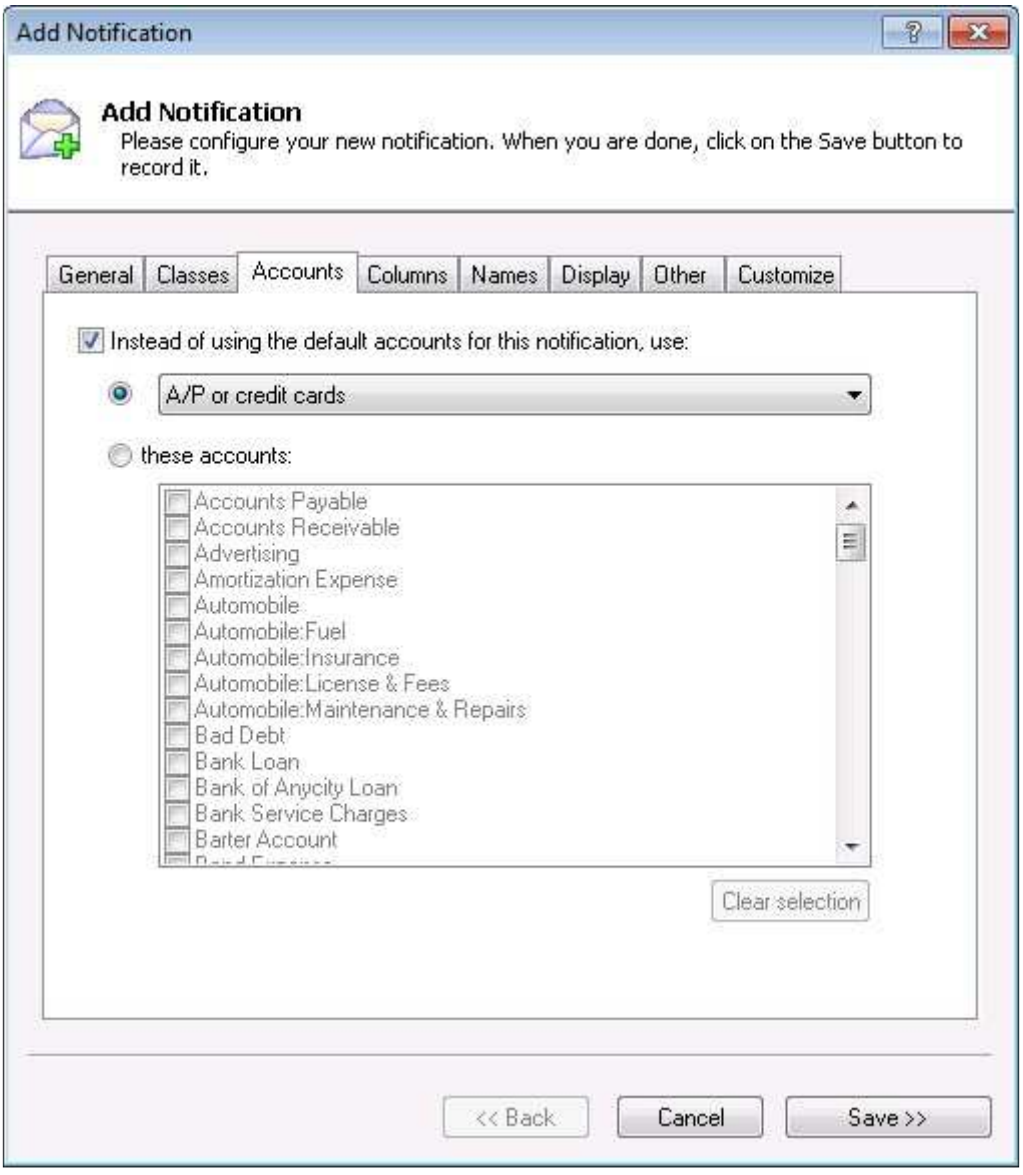
5.5.3. The Accounts Tab

You can restrict your notification to using a category of accounts, or any arbitrary set of accounts on the Accounts tab:



Note that not all notifications support filtering by accounts.

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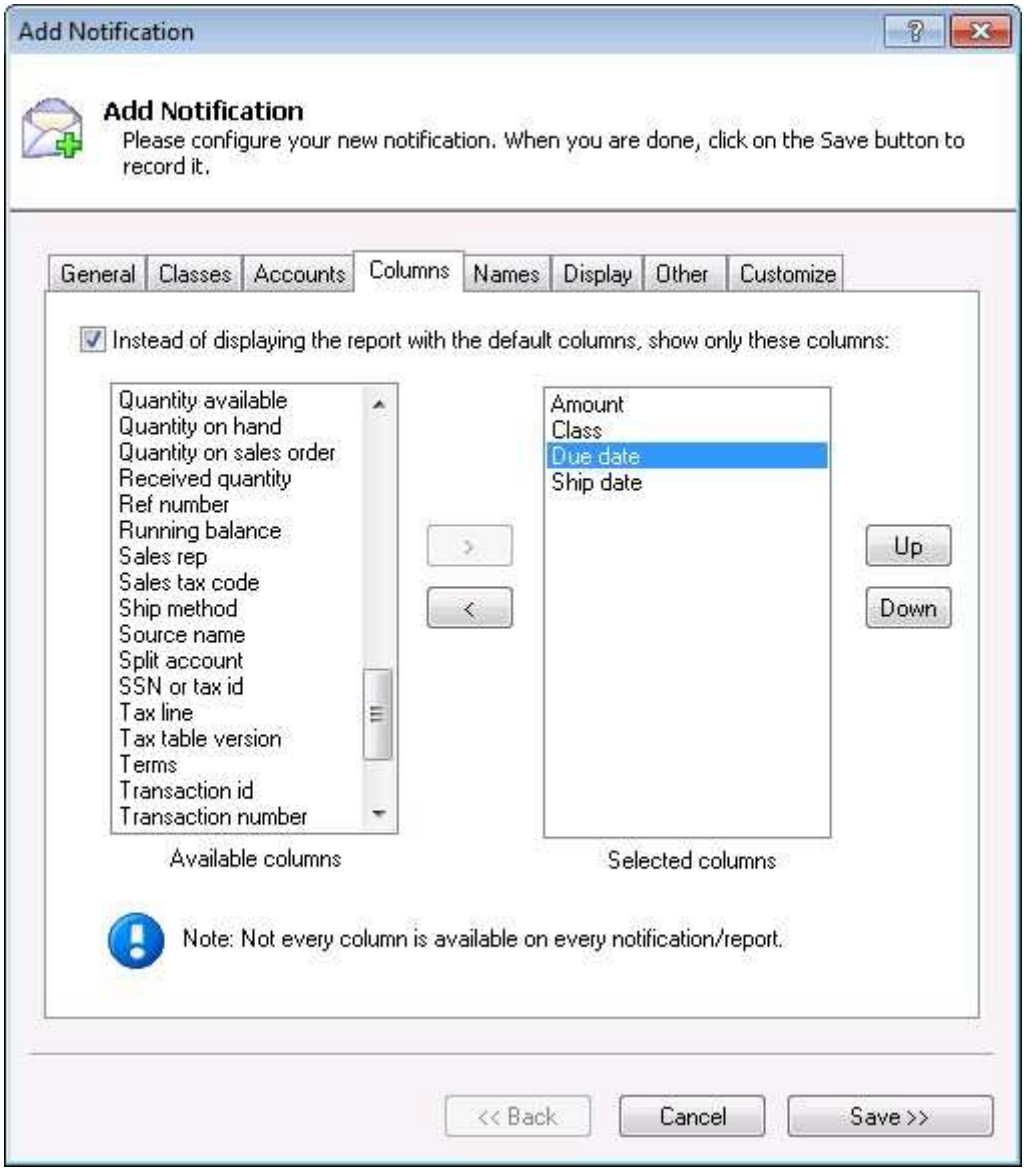
5.5.4. The Columns Tab

The Columns tab allows you to specify the columns that will appear in the generated report:



Select a column by moving it from the left list to the right. Move columns up or down to change their position in the report.

Note that not all notifications will allow you to configure columns.

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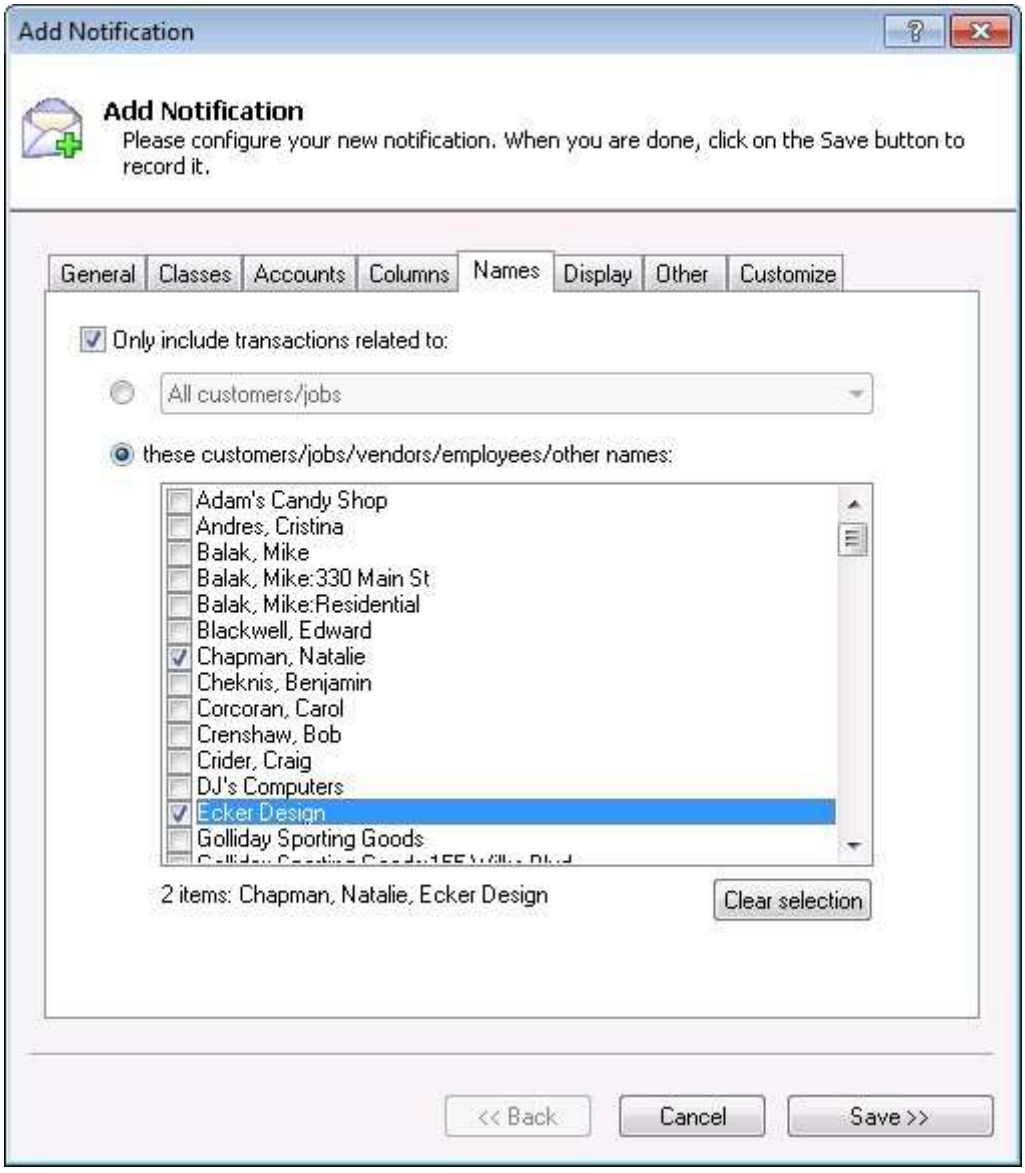
5.5.5. The Names Tab

You can limit the report to transactions related to a particular customer, job, vendor, or employee — or to any of the names on your Other Names list using the Names tab:



Note that not all notifications will allow you filter by names.

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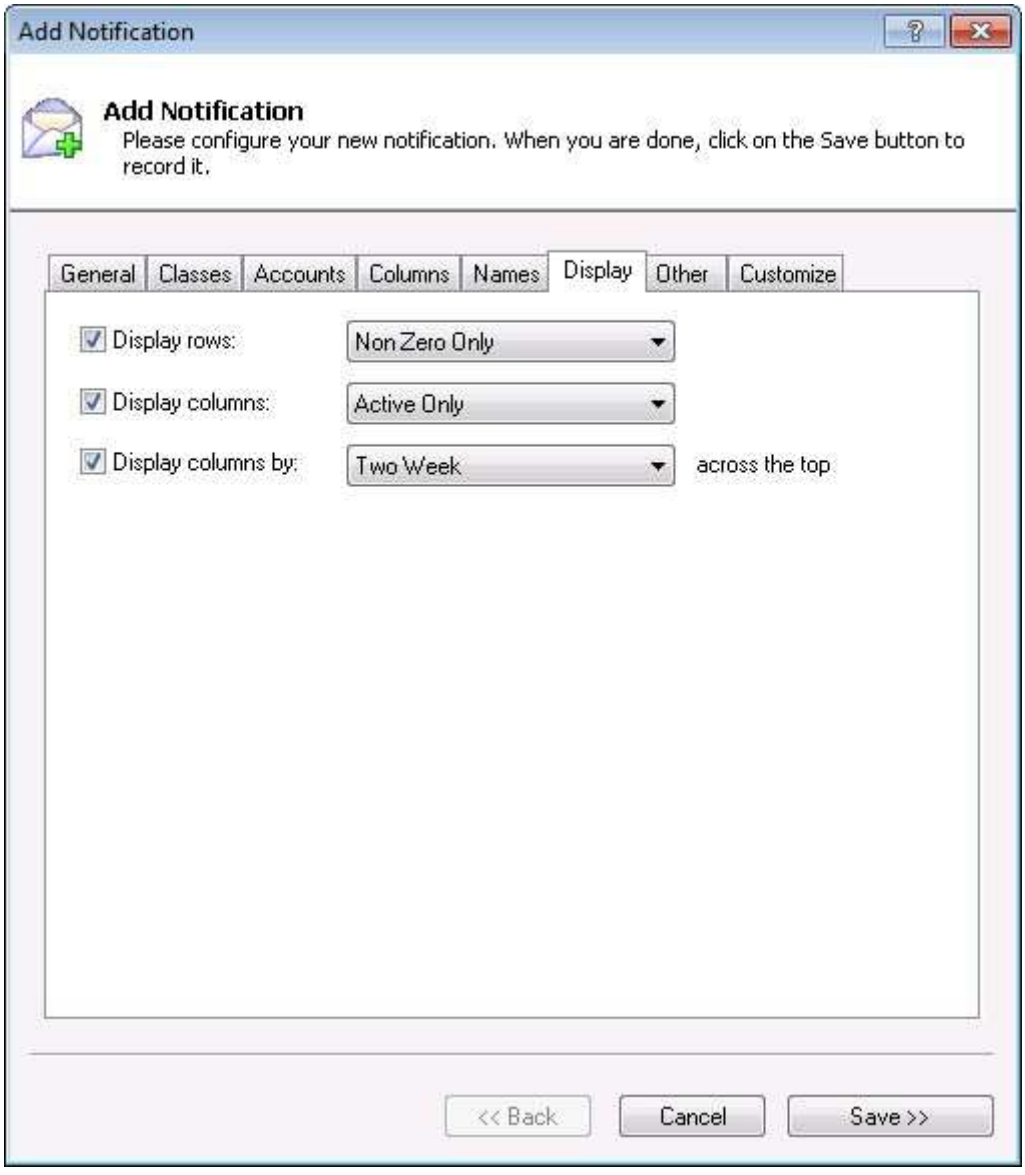
5.5.1. The Display Tab

The Display tab allows you to customize which rows and columns are to be displayed and which columns should be shown across the top of the generated report:



Note that not all notifications will allow you to specify these display settings.

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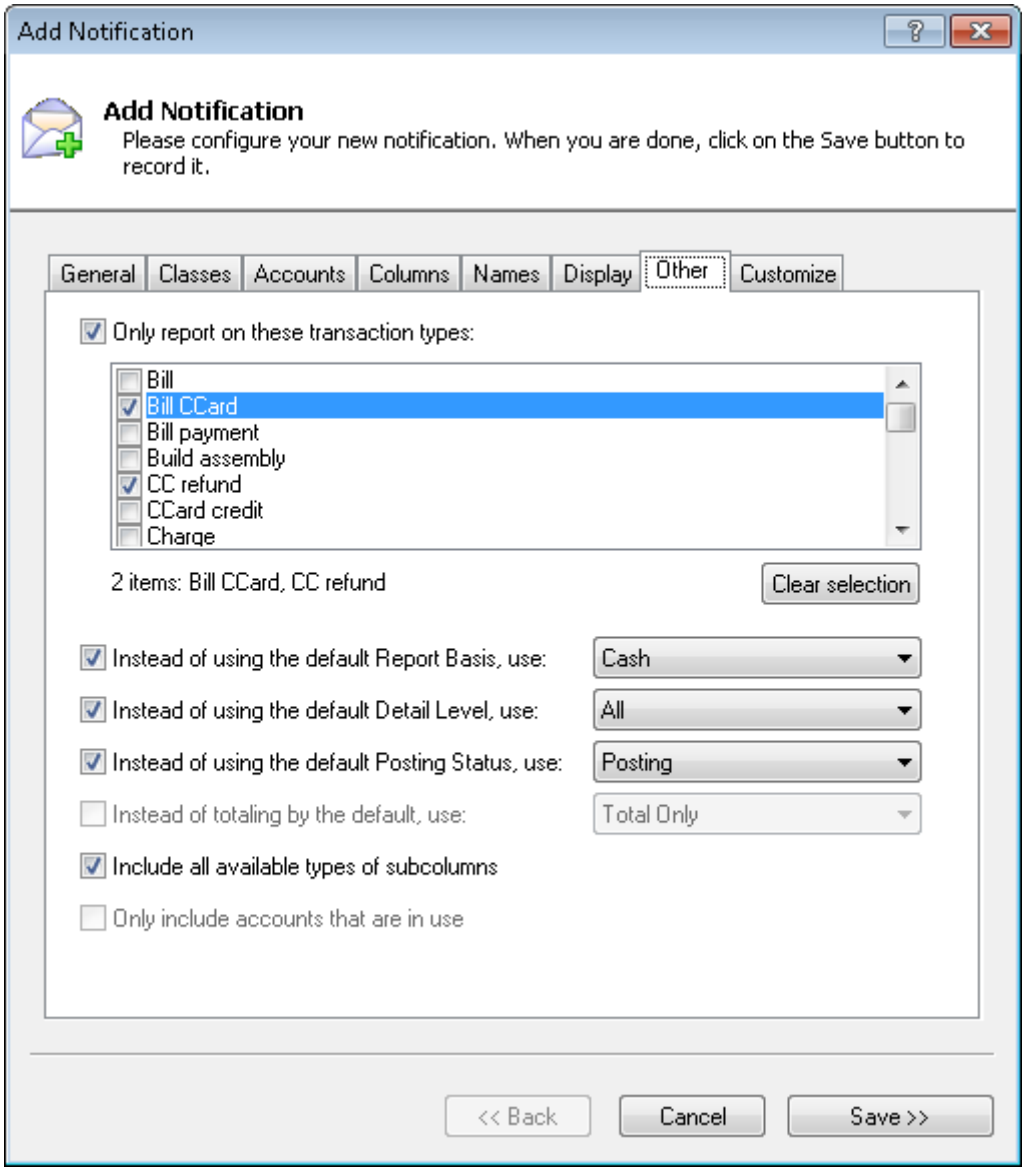
5.5.1. The Other Tab

The Other tab allows you to restrict your report to one or more transaction types, specify the basis (which determines how the report calculates income and expenses) and override other default report settings:



Note that not all notifications will allow transaction type filtering, the specification of a report basis, or any of the other settings on this window.

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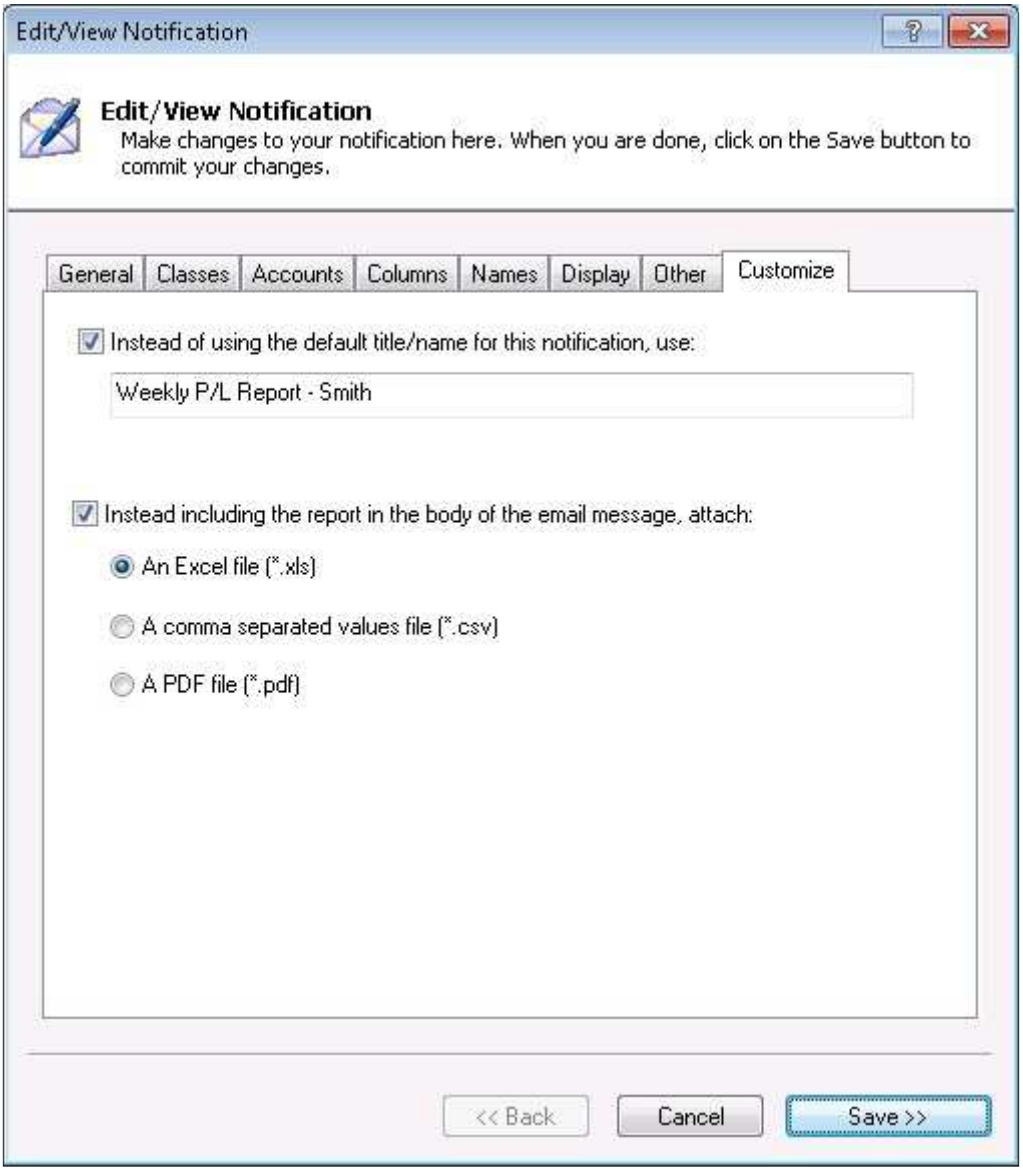
5.5.2. The Customize Tab

The Customize tab allows you to change the appearance of your report:


Edit/View Notification
Edit/View Notification
Make changes to your notification here. When you are done, click on the Save button to commit your changes.
General
Classes
Accounts
Columns
Names
Display
Other
Customize
Instead of using the default title/name for this notification, use:
Weekly P/L Report - Smith
Instead including the report in the body of the email message, attach:
An Excel file (*.xls)
A comma separated values file (*.csv)
A PDF file (*.pdf)
<< Back
Cancel
Save >>

You can choose to override the default name of the report to be emailed, or choose to deliver an Excel, CSV or PDF attachment instead of the normal HTML rendition.

Click the "Save >>" button to record your new notification.

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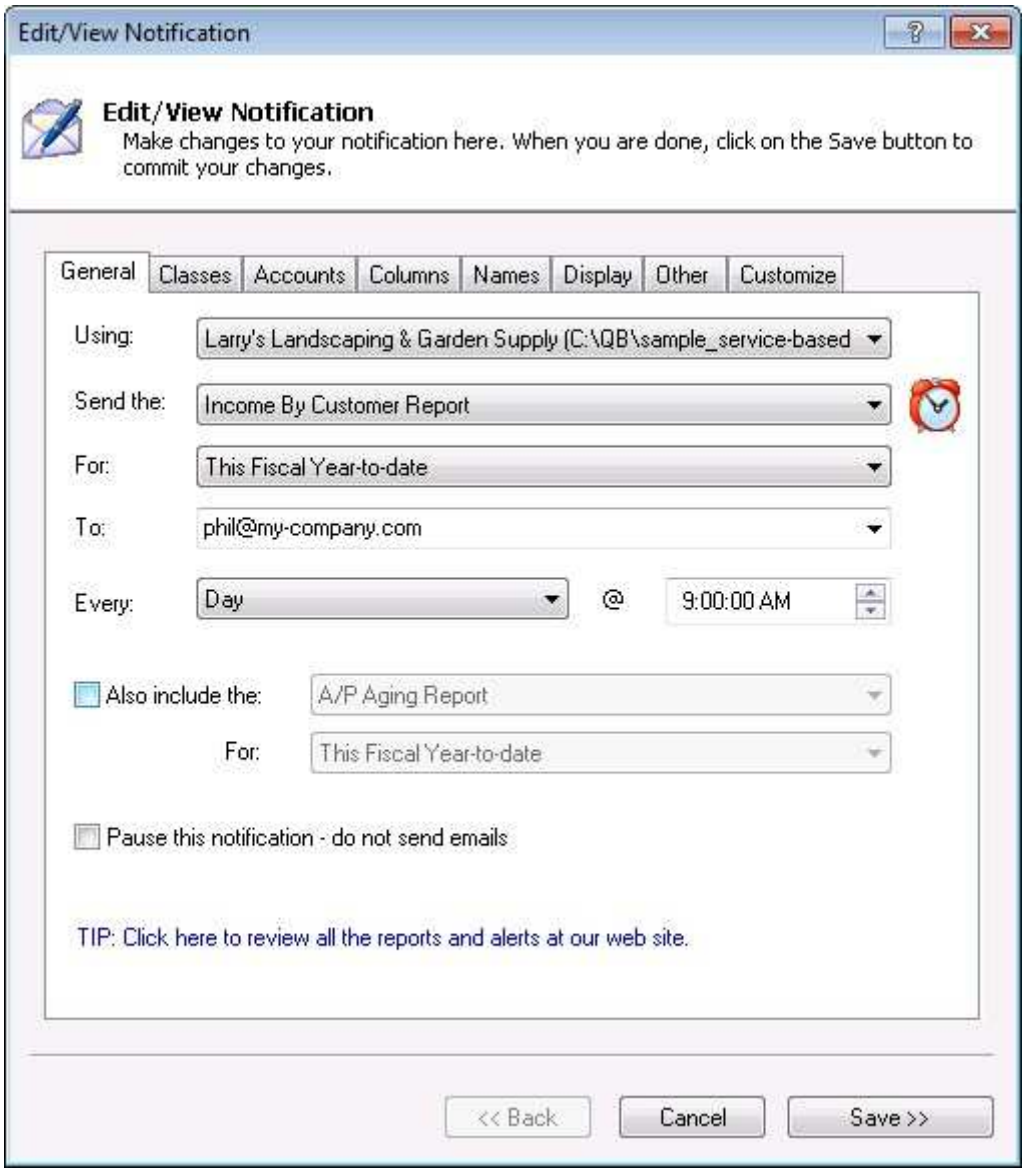
5.6. Editing/Viewing a Notification

Edit or view a notification's settings by either double-clicking on its entry, or highlighting its entry and choosing "Edit/View" from the Notification" menu. This will bring up the "Edit/View Notification" window:



The "Edit/View Notification" window is identical to the "Add Notification" window described in section 5.5, so please consult that section for a description of the window's controls.

Click on the "Save >>" button to commit your changes.

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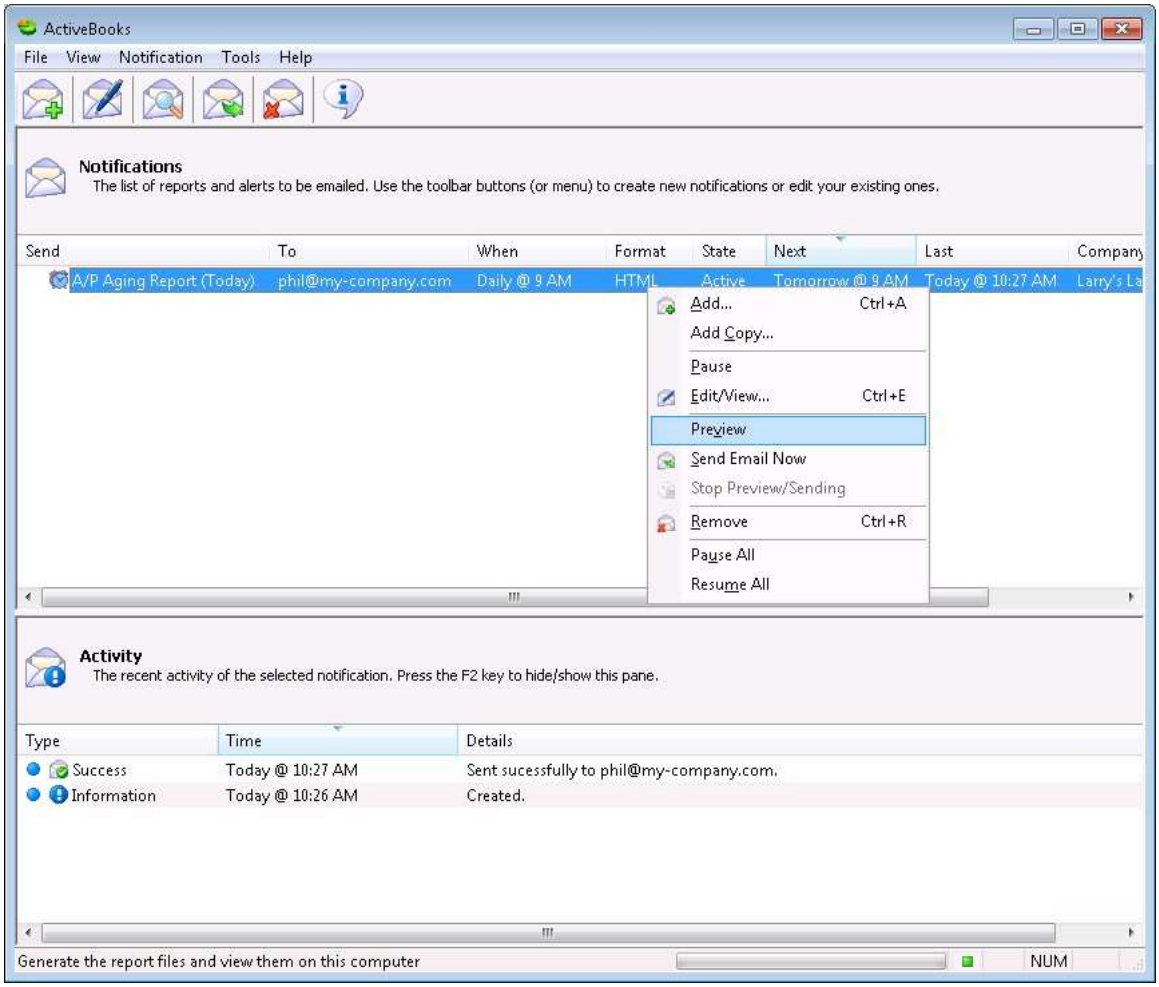
5.7. Previewing a Notification

To see the files that will be produced by the selected notification, select "Preview" from the "Notification" menu (or click on the toolbar button):


ActiveBooks
File View Notification Tools Help
Notifications
The list of reports and alerts to be emailed. Use the toolbar buttons (or menu) to create new notifications or edit your existing ones.
Send To When Format State Next Last Company
A/P Aging Report (Today) phil@my-company.com Daily @ 9 AM HTML Active Tomorrow @ 9 AM Today @ 10:27 AM Larry's La
Add... Ctrl+A
Add Copy...
Pause
Edit/View... Ctrl+E
Preview
Send Email Now
Stop Preview/Sending
Remove Ctrl+R
Pause All
Resume All
Activity
The recent activity of the selected notification. Press the F2 key to hide/show this pane.
Type Time Details
Success Today @ 10:27 AM Sent sucessfully to phil@my-company.com.
Information Today @ 10:26 AM Created.
Generate the report files and view them on this computer
NUM

ActiveBooks will start to process your notification and you will see "Now" or "Soon" in the Status column, along with a progress message in the Activity pane:

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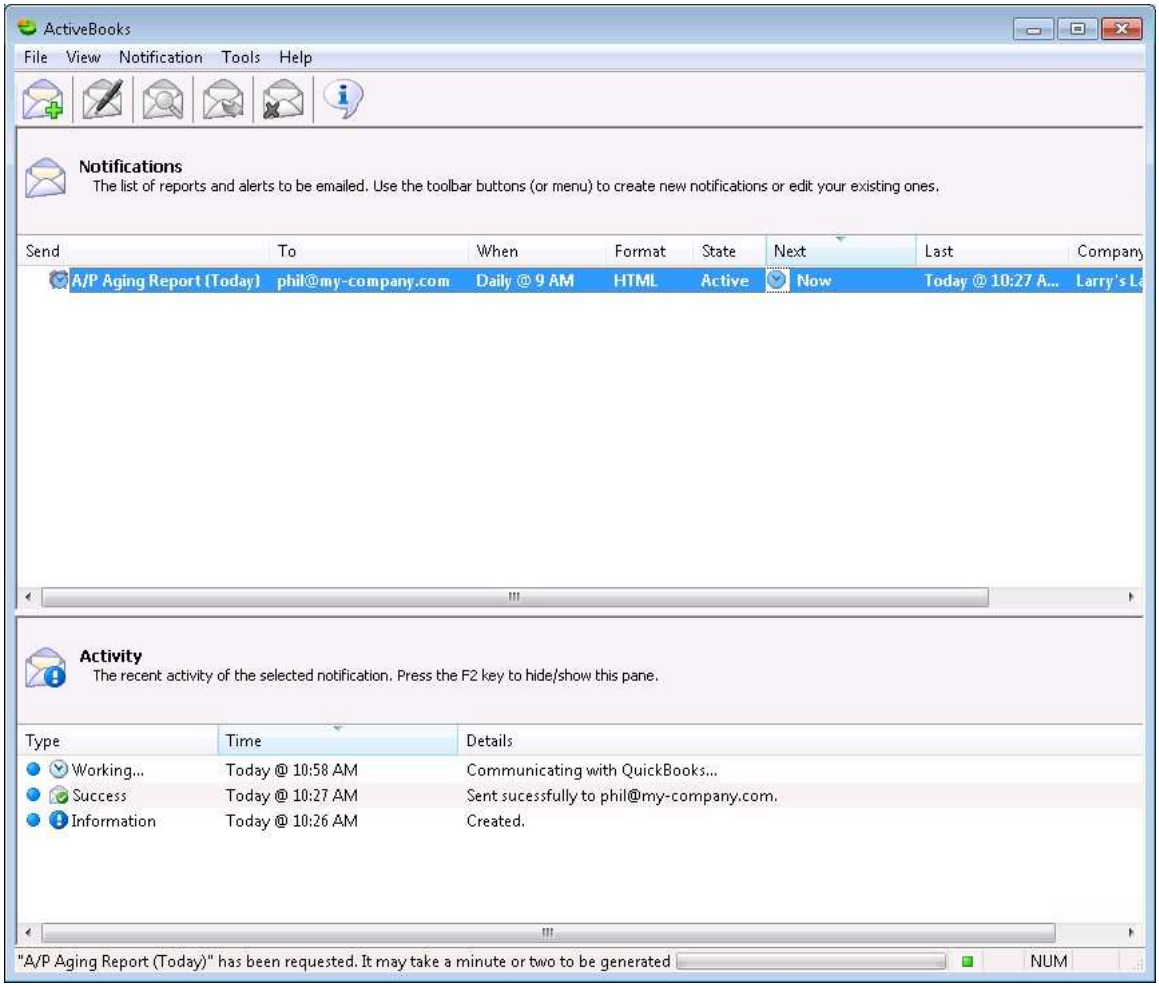
ActiveBooks
File View Notification Tools Help
Notifications
The list of reports and alerts to be emailed. Use the toolbar buttons (or menu) to create new notifications or edit your existing ones.
Send To When Format State Next Last Company
A/P Aging Report (Today) phil@my-company.com Daily @ 9 AM HTML Active Now Today @ 10:27 A... Larry's La
Activity
The recent activity of the selected notification. Press the F2 key to hide/show this pane.
Type Time Details
Working... Today @ 10:58 AM Communicating with QuickBooks...
Success Today @ 10:27 AM Sent sucessfully to phil@my-company.com.
Information Today @ 10:26 AM Created.
"A/P Aging Report (Today)" has been requested. It may take a minute or two to be generated
NUM

While the notification is being processed, it may be interrupted/cancelled by selecting the notification, right-clicking and selecting "Stop Preview/Sending":

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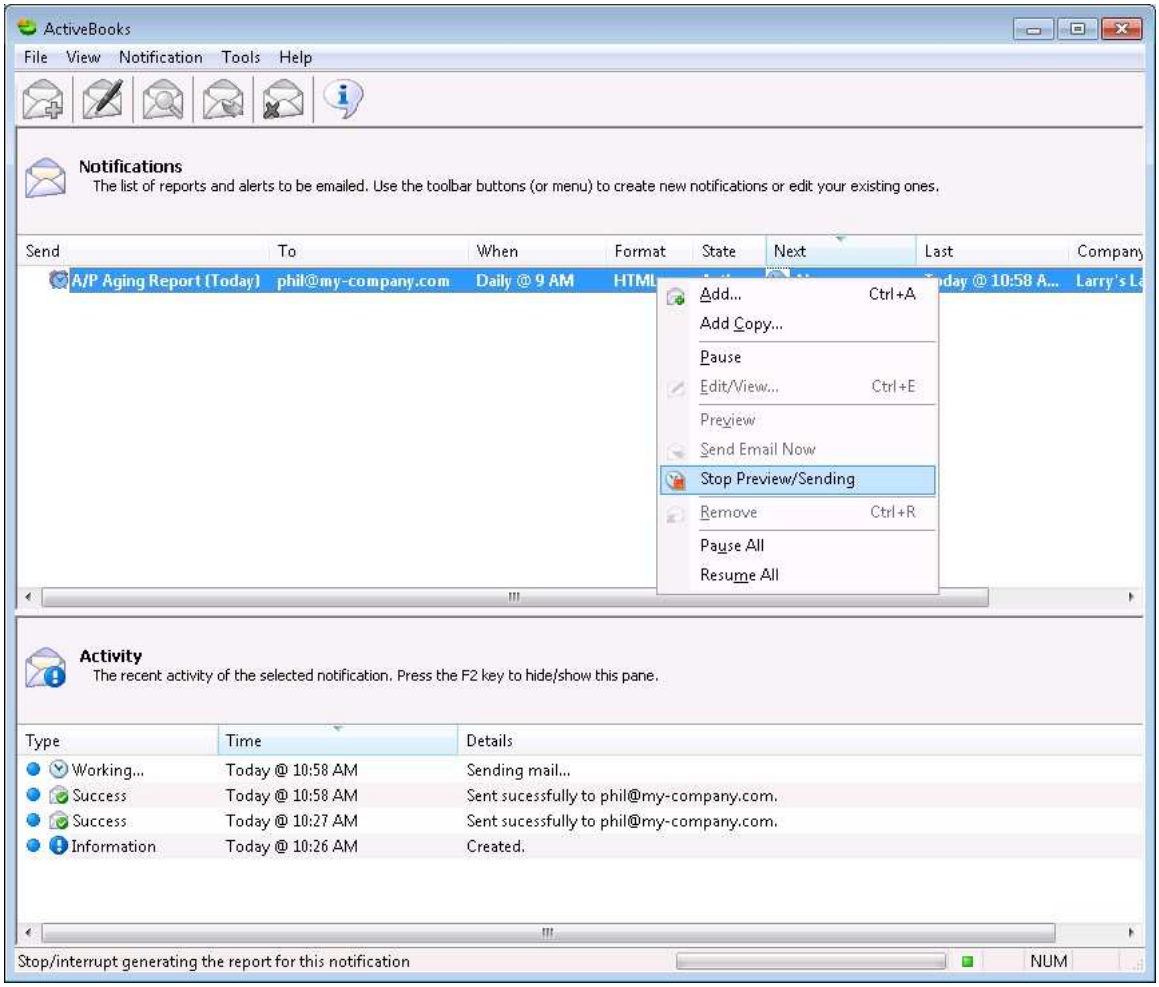
ActiveBooks
File View Notification Tools Help
Notifications
The list of reports and alerts to be emailed. Use the toolbar buttons (or menu) to create new notifications or edit your existing ones.
Send To When Format State Next Last Company
A/P Aging Report (Today) phil@my-company.com Daily @ 9 AM HTML
Add... Ctrl+A
Add Copy...
Pause
Edit/View... Ctrl+E
Preview
Send Email Now
Stop Preview/Sending
Remove Ctrl+R
Pause All
Resume All
Activity
The recent activity of the selected notification. Press the F2 key to hide/show this pane.
Type Time Details
Working... Today @ 10:58 AM Sending mail...
Success Today @ 10:58 AM Sent sucessfully to phil@my-company.com.
Success Today @ 10:27 AM Sent sucessfully to phil@my-company.com.
Information Today @ 10:26 AM Created.
Stop/interrupt generating the report for this notification
NUM

It may take a minute or two for your notification to be processed. ActiveBooks will notify you when the files are ready to be viewed:

ActiveBooks
The files(s) for "A/P Aging Report (Today)" are ready for preview:
Click OK to open them in their associated applications.
OK
Cancel

When you click OK, ActiveBooks will open the files in one or more of your associated applications (your web browser, Excel or Acrobat Reader).

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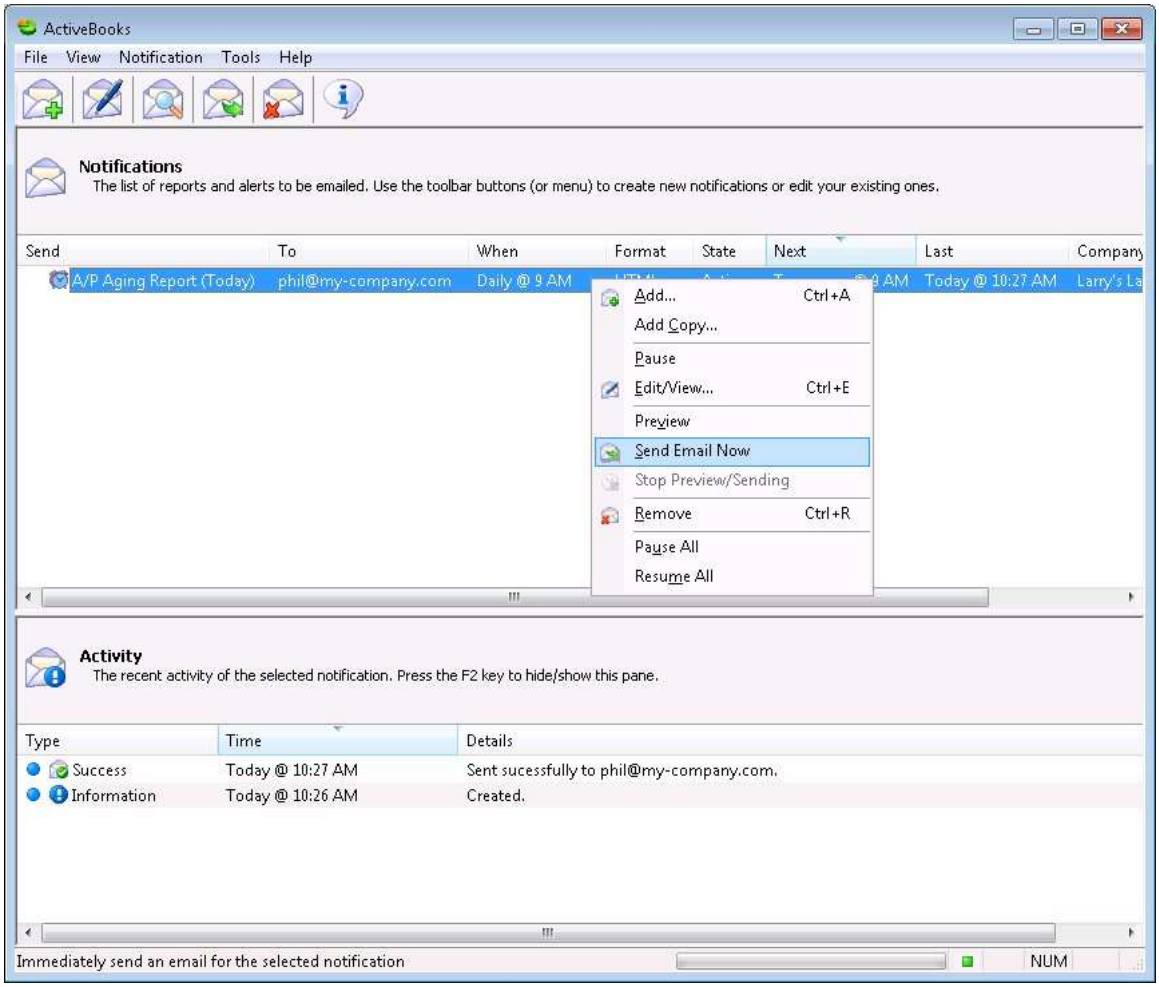
5.8. Immediately Sending a Notification

You can always send a report immediately by highlighting it, right-clicking, and selecting "Send Email Now" from the popup menu (or by clicking on the toolbar button):


ActiveBooks
File View Notification Tools Help
Notifications
The list of reports and alerts to be emailed. Use the toolbar buttons (or menu) to create new notifications or edit your existing ones.
Send To When Format State Next Last Company
A/P Aging Report (Today) phil@my-company.com Daily @ 9 AM Today @ 10:27 AM
Add... Ctrl+A
Add Copy...
Pause
Edit/View... Ctrl+E
Preview
Send Email Now
Stop Preview/Sending
Remove Ctrl+R
Pause All
Resume All
Activity
The recent activity of the selected notification. Press the F2 key to hide/show this pane.
Type Time Details
Success Today @ 10:27 AM Sent sucessfully to phil@my-company.com.
Information Today @ 10:26 AM Created.
Immediately send an email for the selected notification
NUM

ActiveBooks will start to process your notification and you will see "Now" or "Soon" in the Status column, along with a progress message in the Activity pane:

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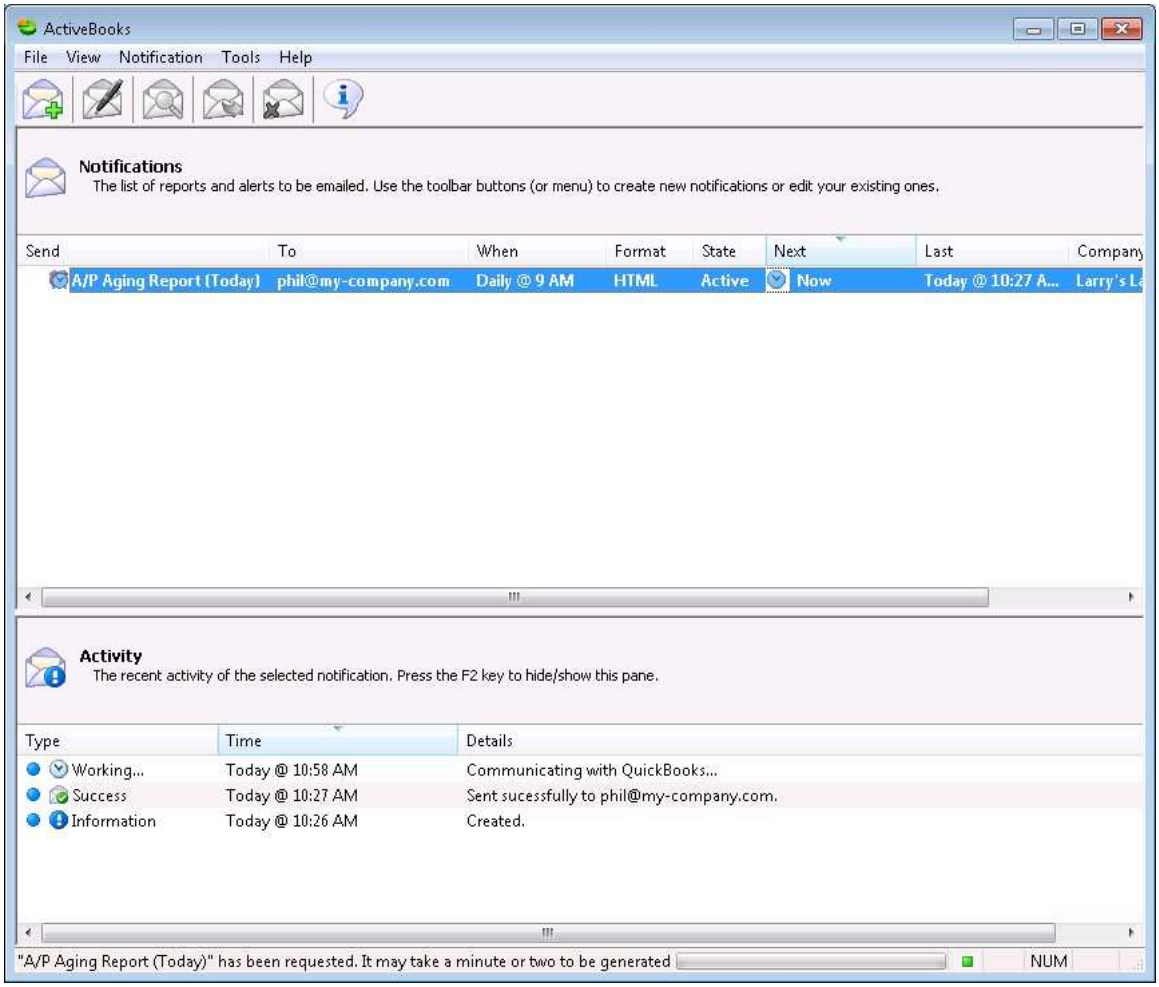
ActiveBooks
File View Notification Tools Help
Notifications
The list of reports and alerts to be emailed. Use the toolbar buttons (or menu) to create new notifications or edit your existing ones.
Send To When Format State Next Last Company
A/P Aging Report (Today) phil@my-company.com Daily @ 9 AM HTML Active Now Today @ 10:27 A... Larry's La
Activity
The recent activity of the selected notification. Press the F2 key to hide/show this pane.
Type Time Details
Working... Today @ 10:58 AM Communicating with QuickBooks...
Success Today @ 10:27 AM Sent sucessfully to phil@my-company.com.
Information Today @ 10:26 AM Created.
"A/P Aging Report (Today)" has been requested. It may take a minute or two to be generated
NUM

While the notification is being processed, it may be interrupted/cancelled by selecting the notification, right-clicking and selecting "Stop Preview/Sending":

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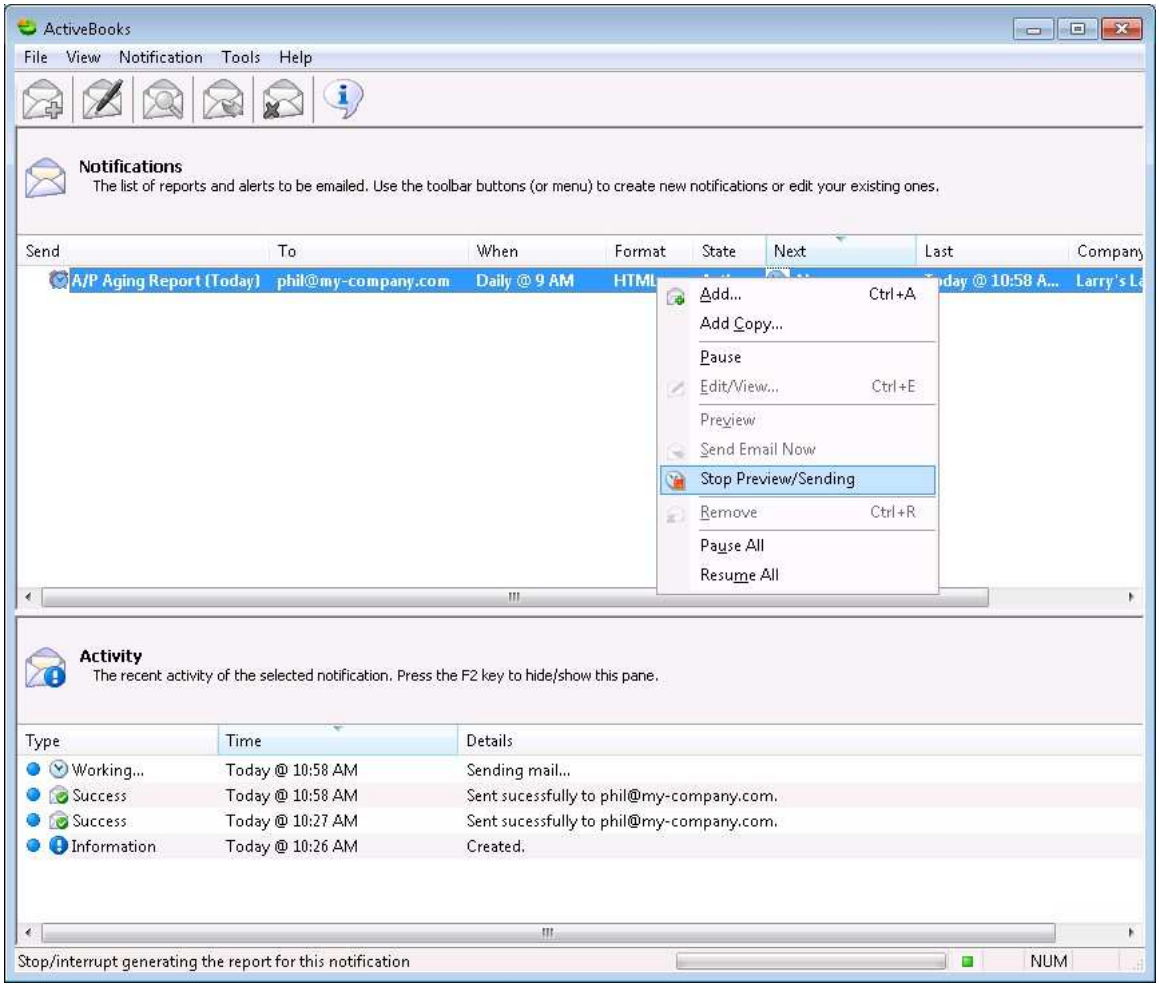
ActiveBooks
File View Notification Tools Help
Notifications
The list of reports and alerts to be emailed. Use the toolbar buttons (or menu) to create new notifications or edit your existing ones.
Send To When Format State Next Last Company
A/P Aging Report (Today) phil@my-company.com Daily @ 9 AM HTML
Add... Ctrl+A
Add Copy...
Pause
Edit/View... Ctrl+E
Preview
Send Email Now
Stop Preview/Sending
Remove Ctrl+R
Pause All
Resume All
Activity
The recent activity of the selected notification. Press the F2 key to hide/show this pane.
Type Time Details
Working... Today @ 10:58 AM Sending mail...
Success Today @ 10:58 AM Sent sucessfully to phil@my-company.com.
Success Today @ 10:27 AM Sent sucessfully to phil@my-company.com.
Information Today @ 10:26 AM Created.
Stop/interrupt generating the report for this notification
NUM

It may take a minute or two for your notification to be processed and the email sent, but when complete you will see the result in the lower Activity pane:

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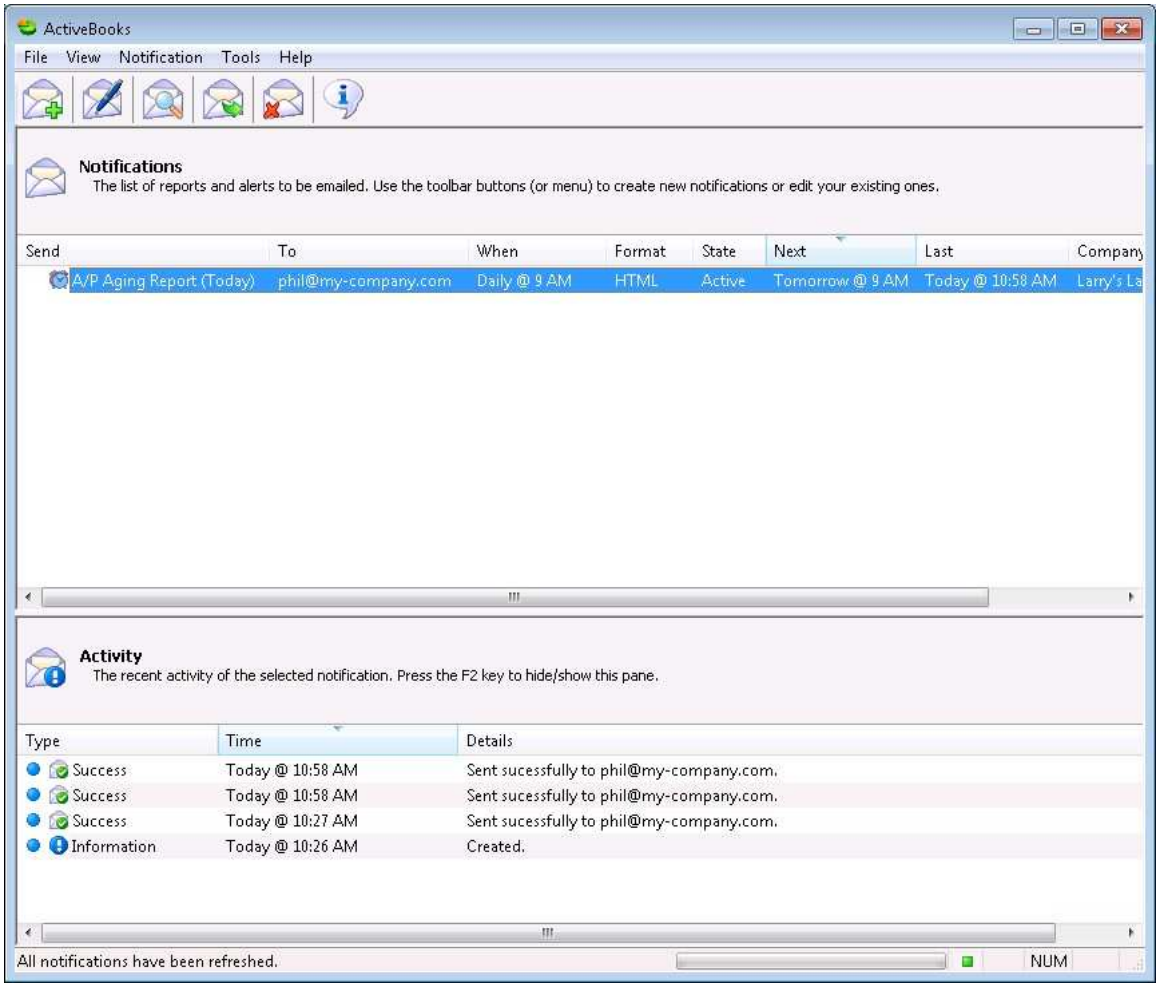
ActiveBooks
File View Notification Tools Help
Notifications
The list of reports and alerts to be emailed. Use the toolbar buttons (or menu) to create new notifications or edit your existing ones.
Send To When Format State Next Last Company
A/P Aging Report (Today) phil@my-company.com Daily @ 9 AM HTML Active Tomorrow @ 9 AM Today @ 10:58 AM Larry's La
Activity
The recent activity of the selected notification. Press the F2 key to hide/show this pane.
Type Time Details
Success Today @ 10:58 AM Sent sucessfully to phil@my-company.com.
Success Today @ 10:58 AM Sent sucessfully to phil@my-company.com.
Success Today @ 10:27 AM Sent sucessfully to phil@my-company.com.
Information Today @ 10:26 AM Created.
All notifications have been refreshed.
NUM

5.9. Pausing a Notification

You can temporarily pause a notification to prevent ActiveBooks from automatically processing it. When paused, ActiveBooks will do no work on behalf of the notification and no email will be sent for it.

Choose "Pause" from the "Notification" menu to pause the selected notification, or edit the notification and check the "Pause this notification…" checkbox. You can resume the notification in a similar ways.

Note that you can always immediately process a paused notification by selecting "Send Email Now" from the "Notification" menu – see section 5.7 for details.

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5.10. Removing a Notification

Remove a notification by highlighting its entry in the list and clicking the "Remove" toolbar button, or by selecting "Remove" from the "Notification" menu. You will be asked to confirm the removal. Note that a notification cannot be removed while it is being processed.

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5.11. Adding a Copy of a Notification

To make a copy of a notification, select it in the list and choose "Add Copy…" from the "Notification" menu. This will launch the "Add Notification" window (described in section 5.5) with all settings copied from the selected notification. You are free to change anything before saving.

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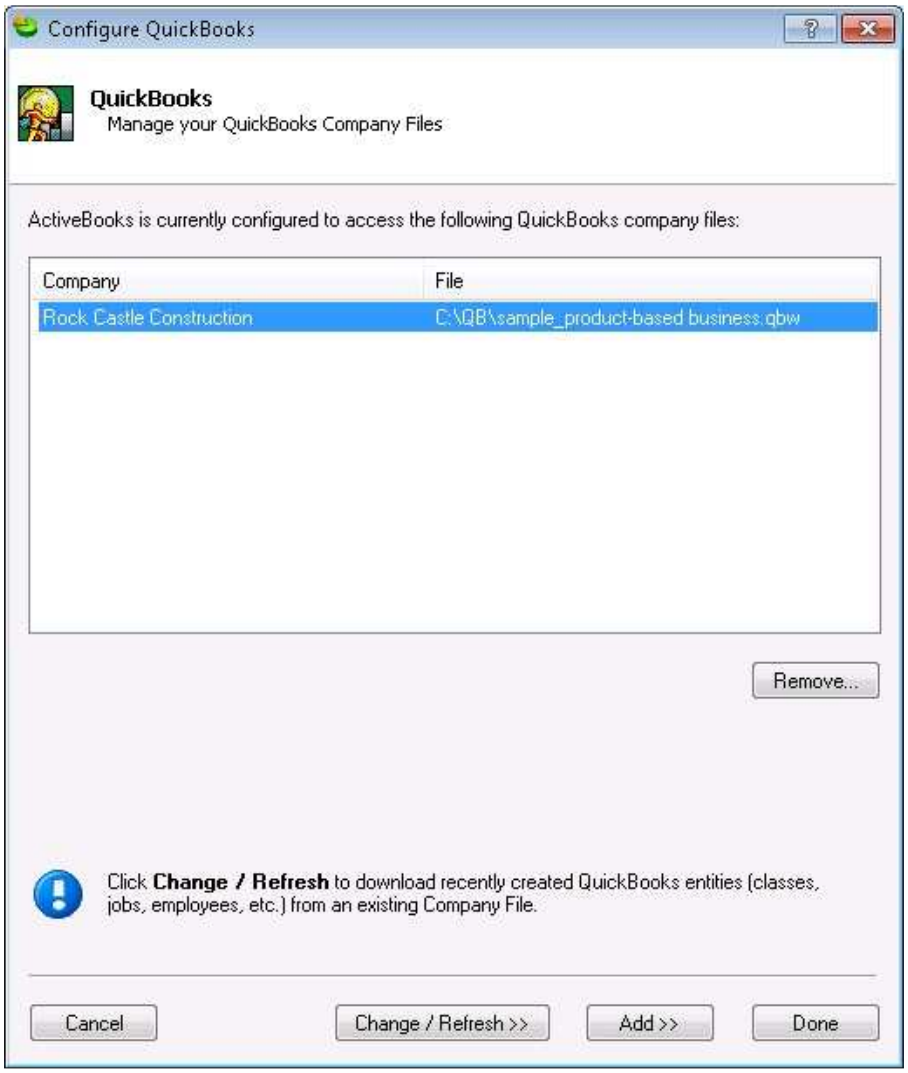
5.12. Configuring QuickBooks

If you would like to use additional QuickBooks company files (or change ones already configured), select "Configure QuickBooks…" from the "Tools" menu to re-configure QuickBooks. The process (and screens) will be virtually identical to what was done in the Initial Setup (section 4.3) after the following initial screen showing the QuickBooks company files already configured:



Click the "Add >>" button to add a new QuickBooks company file; click the "Remove…" button to remove the selected company file.

Click the "Change / Refresh >>" button to re-authorize an existing QuickBooks company file or download the latest QuickBooks entities (classes, jobs, etc.).

Please see section 4.3 for the sequence of screens.

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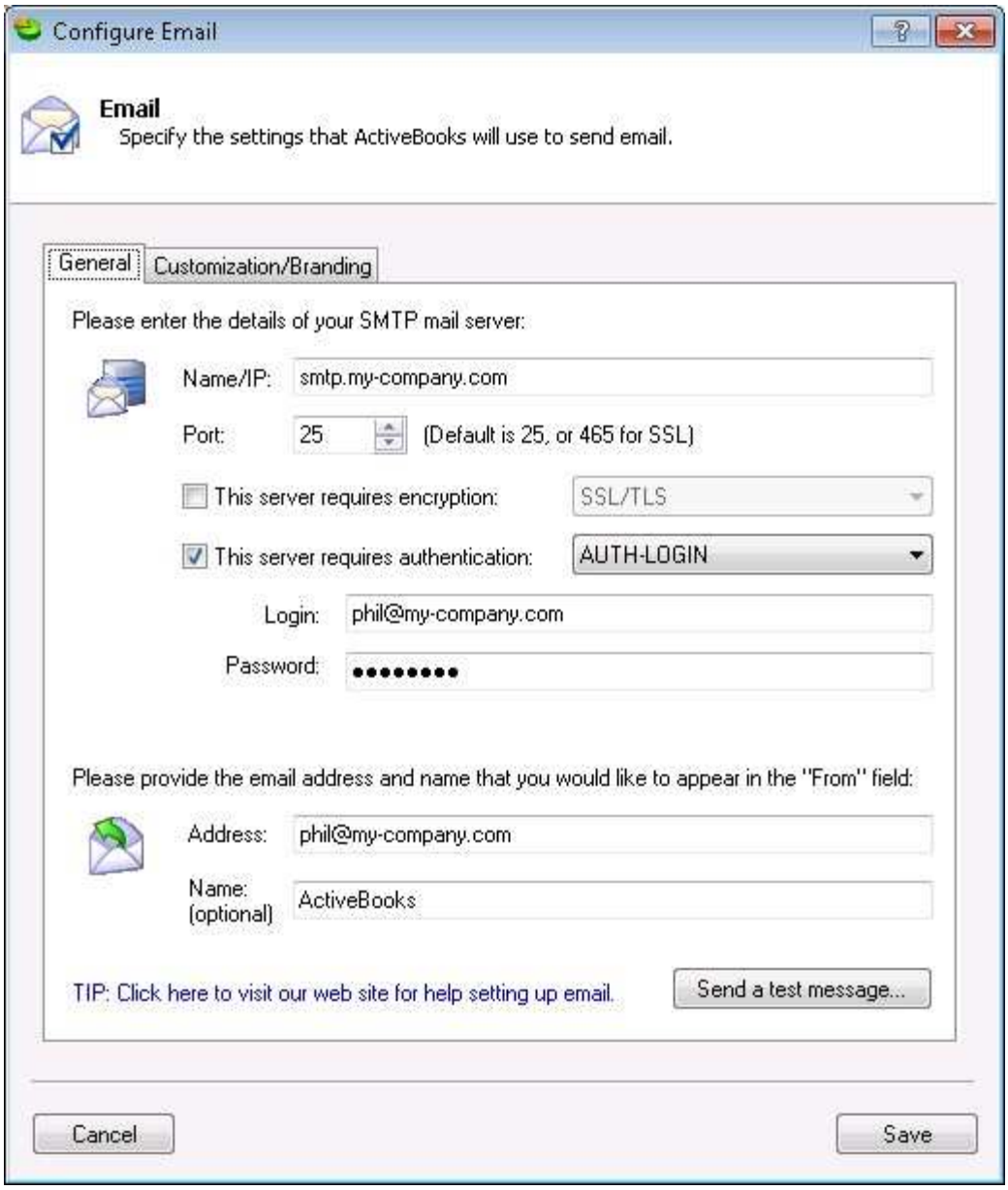
5.13. Configuring Email

You may alter the mail settings provided during Initial Setup by selecting "Configure Email…" from the "Tools" menu and making your changes:



Please see section 4.3 for a description of the settings on this window.

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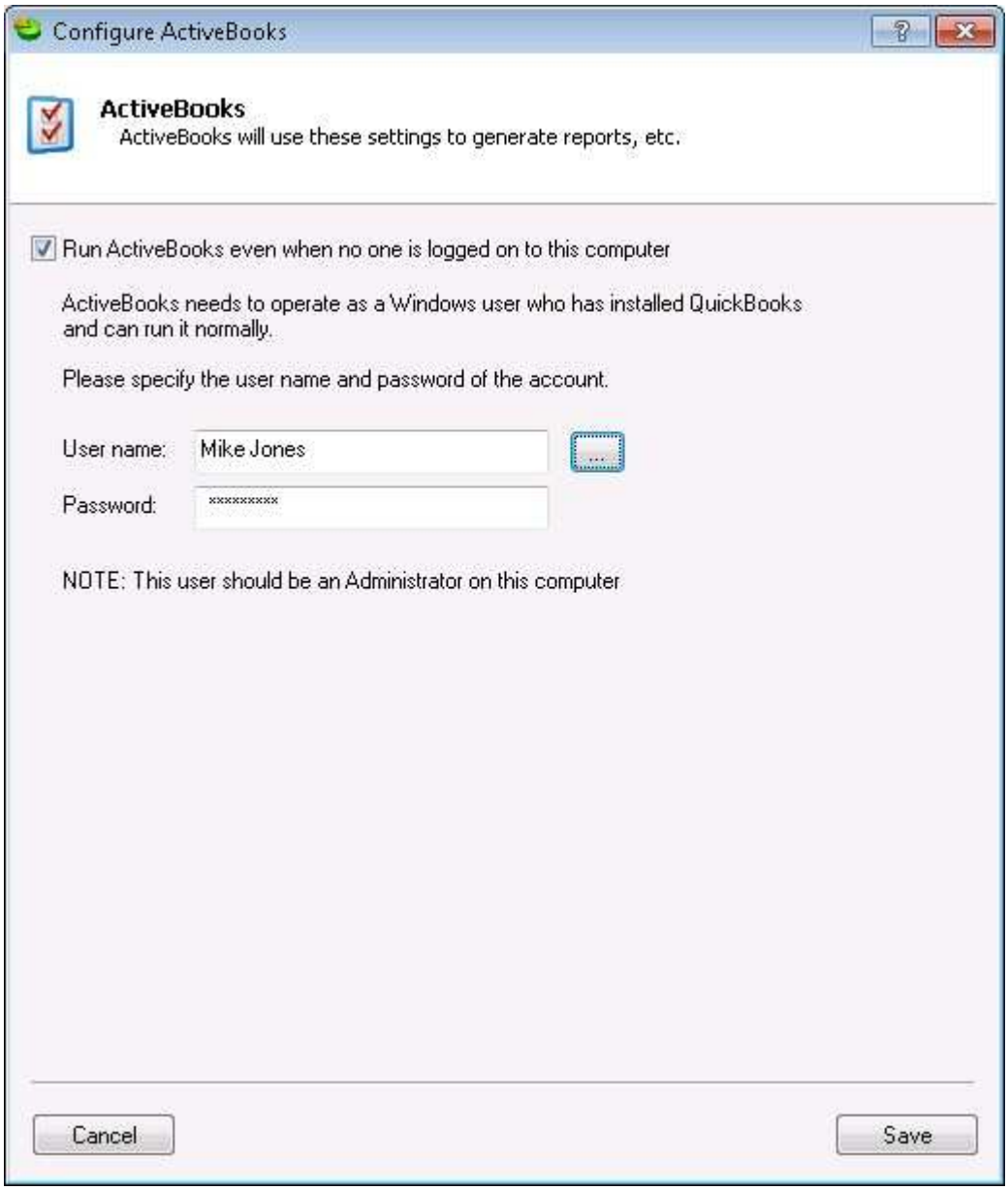
5.14. Configuring ActiveBooks

Select "Configure ActiveBooks…" from the "Tools" menu to re-configure the miscellaneous ActiveBooks settings. The screen is virtually identical to what was seen during the Initial Setup (section 4.3):


Configure ActiveBooks
ActiveBooks
ActiveBooks will use these settings to generate reports, etc.
Run ActiveBooks even when no one is logged on to this computer
ActiveBooks needs to operate as a Windows user who has installed QuickBooks and can run it normally.
Please specify the user name and password of the account.
User name:
Mike Jones
Password:
NOTE: This user should be an Administrator on this computer
Cancel
Save

Please see section 4.3 for a description of the settings on this window.

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6. Licensing & Registration

ActiveBooks is free to evaluate for the first 30 days. After the trial period, a license must be purchased to continue to use the software's full capabilities.

Prior to licensing, ActiveBooks will:

1) Show a "Registration" dialog when it is started. Follow the instructions there to purchase a license and register the application.
2) Emit registration reminders whenever an email is sent from the program or when a message is added to the Windows event log.

If you find the program useful, we encourage you to license it. The small licensing fee charged will fund continued development of ActiveBooks and will entitle you to expedited support from Core Technologies Consulting LLC, the authors of the software.

Please see:

http://www.activebooks.net/purchase/

for the latest licensing and registration information. The software can be purchased there as well (all major credit cards accepted).

One-time pricing is as follows (subject to change – please check our web site for the most up to date):

Edition	Price (US dollars)
Starter • *One Company File* • *Up to 25 Reports*	$199
Professional • *Up to 5 Company Files* • *Up to 100 Reports*	$299
Enterprise • *Unlimited Company Files* • *Unlimited Reports*	$499

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7. Troubleshooting and Reporting Problems

Please consult the ActiveBooks FAQ for troubleshooting tips and answers to frequently asked questions:

http://www.activebooks.net/faq.html

If you encounter a problem while using ActiveBooks, please send email to:

support@activebooks.net

Be sure to include the following information:

- Your Operating System
- The version of ActiveBooks in use
- The version of QuickBooks in use
- Detailed steps for reproducing any software bugs/issues

Feel free to send requests for enhancements to the same address.

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